

NOTICE

PREPARATORY TO AWARDING ANY FUTURE DEVELOPMENT OF MAINTENANCE CONTRACTS FOR THIS SYSTEM, USER AGENCIES AND SUPPORTING PROCUREMENT ACTIVITIES MUST ASSURE SELECTED CONTRACTOR FIRMS AGREE TO AND DECLARE, IN WRITING, CONTRACT PERFORMANCE WILL BE LIMITED TO U.S. CITIZEN PERSONNEL ONLY. THIS IS A MANDATORY REQUIREMENT DUE TO THE MILITARY CRITICAL TECHNOLOGIES AND TECHNICAL INFORMATION WITH UNIQUE MILITARY UTILITY ASSOCIATED WITH AFFECTED SOFTWARE AND SUPPORTING DOCUMENTS.

DESTRUCTION NOTICE

DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF DOCUMENT.

SUMMARY of CHANGE

AISM 25-P6A-AVM-AIX-SCOM

Drug and Alcohol Management Information System (DAMIS)

Software Center Operator Manual (SCOM)

10 December 1999

This updated manual--

- ? Replaces all previous versions of Software Center Operator Manual (SCOM) prepared in accordance with (IAW) Department of Defense (DOD) documentation standards MIL-STD-498, which was canceled on 27 May 1998.
- ? Adheres to the documentation standards contained in the Institute of Electrical and Electronics Engineers (IEEE)/Electronics Industries Association (EIA) standard, IEEE/EIA 12207, "Information Technology-Software Life Cycle Process".
- ? Provides information needed to use the system effectively.
- ? Contains a hierarchy diagram in Section 3 that is a quick-reference to the location of each available menu and screen.
- ? Provides a blank copy of DA Form 2028 (Recommended Changes to Publications and Blank Forms). This form is at the end of the manual and users may reproduce and use it to write corrections, additions, or comments about the manual. Users may, also use it as cover sheet to a marked up copy of the DAMIS SCOM.
- ? Be advised that changes would be subject to approval by the appropriate Subject Area Functional Proponent (SAFP).

NOTE

Some of the menus or screens shown in the manual may not yet be available in the software. These menus or screens are shown with an asterisk next to their menu numbers in Figure 3.4-1, DAMIS Hierarchy Diagram.

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1 SCOPE

1.1 IDENTIFICATION.

The following is a full identification of the Drug and Alcohol Management Information System (DAMIS):

- a. Automated Information System (AIS) Identifier, which establishes the base functional components of a system: P6A.
- b. System Identification Code (SIC) identifies the software tool methodology that the application is developed: AVM.
- c. Title and Abbreviation: Drug and Alcohol Management Information System (DAMIS)
- d. Previously fielded Release/Version Number: 09.04/09.00.
- e. Software Change Package (SCP) Release/Version number being developed/ fielded: P6A-AVM-10-01.

1.2 SYSTEM OVERVIEW.

The Installation Support Module (ISM) Project was established to create new software applications (or upgrade existing ones) that would automate standard procedures and integrate information used to manage Army installations. These software applications are packaged as modules according to the installation management function they perform. ISM is deployed army-wide and comprises a uniform set of automated tools that assists installation commanders in effectively managing daily operations.

DAMIS is part of the ISM project, which is an army-wide Major Automated Information System (MAIS) initiative. The primary objective of ISM is to enhance, through automation, installation management functions. ISM applications consist of standard procedures packaged into functional applications that automate as well as integrate day-to-day installation processes. ISM applications use the Installation Level Integrated Data Base (ILIDB), which is the central repository for data that is common to more than one ISM application, and various local databases that contain data elements unique to the individual ISM applications.

ISM operates at garrison locations and support functional users during peacetime, mobilization, and wartime conditions. Installation commanders and installation functional managers use ISM applications and data to manage resources under their control. ISM performs the following major functions:

- ? Application-specific support to meet the information needs of installation functional activities and tenant units;
- ? Command and staff reporting requirements via standard or ad hoc queries run against either an application database or the ILIDB; and
- ? Information exchanged internally among installation functional activities and externally to echelons above installation levels, as well as to Standard Army Management Information Systems (STAMIS).

DAMIS is an automated system used by authorized military and civilian personnel to collect and store information required for effective administration of the Army Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). DAMIS has two major parts: DAMIS-Headquarters (HQ) and DAMIS-FS. DAMIS-HQ satisfies statistical and historical functions required by the Army Center for Substance Abuse Programs (ACSAP). DAMIS-FS satisfies the functional requirements of each installation ADAPCP. Using one system for both activities helps ensure consistent operation of the ADAPCP across installations.

- a. DAMIS-HQ. The ADAPCP uses DAMIS-HQ to process data collected by installations using DAMIS-FS. With DAMIS-HQ, the ACSAP has access to ADAPCP data of all installations so it can exercise control over how the data is

gathered and how efficiently client progress is tracked.

- b. DAMIS-FS. Installations use DAMIS-FS to collect and store patient, education, program management, and biochemical testing data. DAMIS-FS enhances access and exchange of both detailed and summary information about clients and ADAPCP activities.

Information from the Forensic Toxicology Drug Testing Laboratories (FTDTL) is shared with the installation ADAPCP. DAMIS-FS keeps track of data about clients and patients who are enrolled in treatment programs from the time of their enrollment to the time of their release. This data is maintained by DAMIS, for a period of two years after release from or contact with the ADAPCP.

1.2.1 Management Reporting

DAMIS administration is divided into two primary areas: functional administration and system administration. The Functional Administrators (FA) will be at the installation and the system administrators (SA) will be at the Army Network and Systems Operator Center (ANSOC). The FA performs administrative functions, such as data management, user access control and control of electronic interfaces with other systems and is responsible for administration and security of DAMIS in an assigned area. This includes administration of password accounts according to the level of security and type of data required for access and assistance in resolving any problems, users may have gaining access to the system. The FA also executes the ISM Train and Trainer program at each installation. The SA is responsible for managing the Installation Transition Processing (ITP) system. This includes UNIX and Oracle7 administration tasks such as performing backups and data recovery, creating system accounts, and updating printcap files and user accounts on the host computer.

Information collected using DAMIS is used for producing reports and creating other documentation required by the ADAPCP. For example:

- a. DAMIS-FS produces appointment slips for individual or group counseling sessions. Informations, gathered during the counselor interview and the rehabilitation team meeting, as well as the enrollment decision, are entered into DAMIS-FS. Both DAMIS-FS and DAMIS-HQ can be queried for information about a person's prior screening, enrollments, or biochemical testing results.
- b. Once an enrollment decision is made, data entered into DAMIS-FS will produce a DA Form 4465-R, Patient Intake Screening Record (PIR) for the treatment record and electronically forwarded to DAMIS-HQ. During rehabilitation the counselor enters in to DAMIS-FS periodic progress review data, that will produce a DA Form 4466-R, Patient Progress Report for the treatment record and electronically forwarded to DAMIS-HQ.
- c. Each DA Form 4466-R, Patient Progress Report (PPR) is associated with data on the PIR and other PPR relating to the patient's current enrollment. The relationship of PIR and PPR data for the same enrollment lets ADAPCP counselors compare information. After releasing a patient from the ADAPCP, the counselor enters appropriate PPR information into DAMIS-FS and electronically sends it to DAMIS-HQ.
- d. ADAPCP staff enters information into DAMIS-FS about each urinalysis specimen. Urinalysis test results received from a FTDTL are entered electronically or manually. Positive urinalysis test results entered into the system generates a record within DAMIS-FS that identifies persons who are required for screening by an ADAPCP counselor.
- e. ADAPCP staff can schedule education classes and record attendance. The education counselor (EDCO), installation biochemical test coordinator (IBTC), or other

ADAPCP personnel can enter certification data for unit alcohol and drug coordinators (UADC). The IBTC uses the system to determine which UADC is assigned to support a unit's biochemical testing. The clinical director (CD) can review the data and produce reports identifying counselors' progress in the internship program or re-certification process.

- f. Other management functions and reporting capabilities supported by DAMIS-FS include--
 - (1) Budget processing
 - (2) Personnel and position processing
 - (3) DA Form 3711-R (ADAPCP Resource and Performance Report) processing
 - (4) Purchase request data queries and printing
- g. The names or other identifiers of employees are used in several functional areas. As references in the system are made to specific class instructors or counselors, the data entered about an employee can be related. Data about any person in a testing designated position (TDP) can be entered into DAMIS-FS by ADAPCP staff. This information can be used to determine who should be periodically tested for drug use.
- h. DAMIS-FS provides standard reports that can be used to manage ADAPCP activities and report to installation or external organizations. In addition to the standard reports, special purpose (ad hoc) queries and reports can also be obtained.

1.2.2 Organizational and Personnel References.

The following organizations and personnel maintain a responsibility or interest in this ISM application.

- a. ISM Functional Proponent. The ISM Functional Proponent (FP) is the Office of the Director of Information Systems for Command, Control, Communications, and Computers (ODISC4).
- b. Application Sponsor. The application sponsor is the Director of Management (DM) Office Chief of Staff, Army (OCSA).
- c. ISM/MISM FP. The ISM/MISM FP is the Assistant Chief of Staff for Installation Management (ACSIM).
- d. Assigned Responsible Agency (ARA). The ARA for technical development, testing, fielding and maintenance of this ISM application is the Information Systems Engineering Command (ISEC).
- e. Point of Contact.
U.S.Army Information Systems Software
Center – (USAISSC)
Executive Software Systems Directorate
Attn: AMSEL-RD-SE-IS-ESC, Stop H-6.
Fort Belvoir, VA 22060-5576.
Point of Contact: Joanne Pinheiro
Commercial Phone: (703) 235-6079

1.3 DOCUMENT OVERVIEW.

The purpose of this SCOM for DAMIS ISM is to provide computer operation and administration personnel with an operational and administrative overview of the DAMIS module, procedures for performing system administration tasks and supporting technical information.

1.3.1 Security.

DAMIS does not store or process classified data. DAMIS data is designated as unclassified-sensitive two (US2), as defined in Army Regulations (AR) 380-19, "Information Systems Security (ISS)", 01 May 1996. This data is "*For Official Use Only (FOUO)*", and prohibits unauthorized disclosure.

- a. Authorization. Either an explicit official authorization or an implicit authorization derived from official assignments or responsibilities must authorize access to DAMIS.
- b. Disclosure. You must not disclose any personal information contained in DAMIS except as authorized by AR 380-19.

1.3.2 Security Guidelines for Using DAMIS.

The following guidelines will help users to operate the system in accordance with applicable security provisions.

1.3.2.1 Modifying or Viewing Data.

Only users who have explicit authorization are allowed to enter, modify, delete, or view DAMIS data. The System Administrator (SA) administrates the system access using a combination of log-in name, password, and access permissions. Only, persons to whom log-in names and passwords were specifically assigned by the SA shall use them.

- a. Screens. Adjust Video Display Terminal (VDT) screens so that unauthorized person can not view informational displays.
- b. Accuracy. Enter or modify data carefully and completely, to avoid storing or transmitting erroneous or incomplete data.

1.3.2.2 Protecting Information Sources.

Safeguard all information input to or generated by the system against unauthorized use, copying, or destruction.

- a. Documents. Prevent unauthorized persons from viewing or accessing any documents, such as forms or manual files, by covering them or storing them in secure containers.

- b. Electronic Media. Label all electronic media, such as tapes or diskettes, and keep them in proper storage containers.

1.3.3 Documentation Conventions.

1.3.3.1 Notational Conventions.

Table 1.3-1 shows the symbols of notational conventions used throughout this manual.

Table 1.3.1. Notational Conventions	
SYMBOL	MEANING
<Enter>	Enter or Return key. Control, alternate, or similar keys on the keyboard are shown this way. Examples: <Alt> <PgDn>
<Ctrl>/<D> <Alt>/<X>	Denotes a combination of a control key and alphanumeric key. Hold the control key and press the specified alphanumeric.
<F1> FUNCTION	Denotes a function key and its screen-labeled function
“message”	Denotes a message displayed on-screen
{prompt}	Denotes a prompt that requires a response
text	Type the text exactly as shown
“text”	Names of files, directories, and other items may be shown in quotes to indicate their exact names

1.3.4 Procedural Conventions.

Every item on every menu has a corresponding number. To select a menu item, press its number followed by <Enter>. Figure 3.4.1 shows the hierarchy of all DAMIS menu items. Use this hierarchy of menu item numbers to specify the *menu path*. The menu path for “Add/Change DAMIS User” is as follows:

```

Master Menu
? ? ? ? 7. DAMIS Administration Menu
?      ? ? ? ? 1. Security Administration Menu
?      ?      ? ? ? ? 1. Add/Change DAMIS User

```

Use Procedure 7.1.1 “(Add/Change DAMIS User)” means to select each menu in order, starting from the “Master Menu”. Using this system of notation, you can quickly get to the screen needed without having to refer to the Hierarchy Diagram. Simply enter each number (followed by <Enter>) in the order listed.

2 REFERENCED DOCUMENTS

2.1 PROJECT REFERENCES.

The following documents are helpful in understanding and performing the tasks described in this SCOM.

- a. U.S. Army Management Directorate Automated Information System (AIS) Manual 25-P6A-AVM-OSE-FD, "DAMIS Functional Description (FD)", 10 December 1993, UNCLAS.
- b. U.S. Army, AISM 25-P6A-AVM-AIX-DBDD, "DAMIS Data Base Design Description (DBDD) Manual", UNCLAS.
- c. U.S. Army, AISM 25-P6A-AVM-AIX-SUM, "DAMIS Software User Manual (SUM)", UNCLAS.
- d. U.S. Army, AISM 25-P6A-AVM-AIX-SIP, "DAMIS Software Installation Plan (SIP)", UNCLAS.
- e. Hardware Documentation.
 - (1) IBM POWERstation and POWERserver - Diagnostic Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2765-01.
 - (2) IBM Adapters, Devices, and cable Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2764-01.
 - (3) IBM 7012 Models 300 Series - Installation and Service Guide - Part No. SA23-2624-07.
 - (4) IBM 7012 Models 300 Series - Operator Guide - Part No. SA23-2623-05.
- f. Software Documentation.
 - (1) MS-DOS User's Guide and Reference, Version 5.0/6.22.
 - (2) AIX Version 4.2 Quick Installation and Startup Guide.
 - (3) AIX Version 4.2 Installation Guide - Part No.SC23-2341.
 - (4) AIX Version 4 Getting Started - Part No.GC23-2521.
 - (5) AIX Version 4.2 System User's Guide: Operating System and Devices.
 - (6) AIX Version 4.2 System Management Guide: Operating System and Devices.
 - (7) AIX Version 4.2 Network Installation Management Guide and Reference.
 - (8) AIX Version 4.2, Information For Operation Retrieval/License System (iFOR/LS) System Management Guide.
 - (9) Oracle7TM for AIX-Based Systems Installation & Configuration Guide, Part No.A32105-1.
 - (10) Oracle7TM SQL*Plus User's Guide and Reference, Version 3.1.
 - (11) Oracle7TM Server SQL Language Reference Manual, Part Number 778-70-1292.
 - (12) A Technical Introduction to the Oracle Server in the "Oracle7 Server Concepts Manual".
- d. Standards or Reference Documentation.
 - (1) U.S. Army, AR 600-85, "Alcohol and Drug Abuse Prevention and Control Program", 21 October 1988, UNCLAS.

- (2) U.S. Army, AR 340-21, "The Army Privacy Program", 5 July 1985, UNCLAS.
- (3) U.S. Army, AR 40-66, "Medical Record and Quality Assurance Administration", 1 April 1987, UNCLAS.
- (4) Department of Defense, DOD Directive 1010.1, "DOD Drug Abuse Testing Program", 28 December 1984, UNCLAS.
- (5) Department of Defense, DOD Directive 1010.3, "Drug and Alcohol Abuse Reports", 23 September 1985, UNCLAS.
- (6) Department of Defense, DOD Directive 1010.6, "Rehabilitation and Referral Services for Alcohol and Drug Abusers", 13 March 1985, UNCLAS.

2.2 TERMS AND ABBREVIATIONS.

Section 6 defines the terms, abbreviations, and acronyms unique to this manual.

3 SOFTWARE SUMMARY

3.1 SOFTWARE APPLICATION.

This section summarizes DAMIS, including its background, functions performed by the application, communication techniques used, and interfaces to other systems and organizations.

DAMIS operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) Operating System (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Data Base Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Tool kit with the Informix RDBMS in addition to the UNIX tool set. ETIP Designer is used to construct most of the separate programs (software units) that comprise DAMIS. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each of the other programs by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and they may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. Refer to Section 3.4, Software Inventory, for details.

The DAMIS programs communicate by shared access to the "damis" database. The database tables accessible by DAMIS are listed in Section 3.3.1.1. DAMIS also references various tables in the ILIDB. Further details are contained in the DAMIS DBDD Manual.

The DAMIS-FS was developed to automate field level tracking, management, identification and rehabilitation of alcohol and other drug abusers. In addition, it provides installation commanders and DOD policy makers with statistical information on alcohol and other drug abuse in the army and the effectiveness of the ADAPCP.

The first objective requires a means of identifying and tracking individuals throughout their enrollment in the ADAPCP. The second objective is satisfied by providing current and historical information to those individuals who have responsibilities to monitor the abuse of alcohol and other drugs. This also determines whether the ADAPCP is an effective means of eliminating abuse and rehabilitating their personnel.

3.2 SOFTWARE INVENTORY.

The names, types, and descriptions of the DAMIS programs (software units) are listed in Table 3.2.1 below. The type column consists of - S for shell programs, E for Extended Terminal Interface Prototype (ETIP) executable, Q for Embedded Structured Query Language (ESQL) programs (without ETI) and C for C programs (without ESQL). See Figure 3.4-1, DAMIS Hierarchy Diagram, for an overall view of the ETIP programs.

Table 3.2.1. DAMIS Software Units			
File Name	File Type	Run By	Description
.profile	S	login shell	Basic user setup for system
.setupISM	S	.profile	Runs .strtusrISM & damis_prg
.strtusrISM	S	.setupISM	Set ISM environmental variables
SH_Iasagf.sh	S	install_prg	Copy files from \$APPPDIR to \$SITEDIR
SH_Icheck.sh	S	install_prg	Checks to see if logged in as root
SH_Ickinfo.sh	S	install_prg	Checks for informix directory

Table 3.2.1. DAMIS Software Units			
File Name	File Type	Run By	Description
SH_lead.sh	S	install_prg	Exports database
SH_lia.sh	S	install_prg	Main Work of installing the ISM APPS
SH_llad.sh	S	install_prg	Loads database
SH_lrad.sh	S	install_prg	Drops database
SH_Isiv.sh	S	install_prg	Not Used
SH_Isrdv.sh	S	install_prg	Not Used
ST_USER	S	damis_prg	Adds and deletes user from ISM
SH_geldbs	S	install_prg	Gets database spaces available
SH_st_user	S	install_prg	Run start_user program
SH_runstart_user script	S	install_prg	Run start_user program
S_nadapcp.sh	S	program_prg	Branching control script
ad hoc_prg	E	damis_prg	Ad hoc Query Main Menu
admin_prg	E	damis_prg	Ad Hoc Query Administration
alter_locks	S	install_prg	Sets the database tables to lock mode row
bioqry_prg	E	chemical_prg	Biochemical Testing Query Menu
biorpt_prg	E	damis_prg	Biochemical Testing Report Menu
chemical_prg	E	damis_prg	Biochemical Testing Menu
correct_prg	E	damis_prg	Individual ID Correction Menu
crons/ism_transfer	C	transferfiles	Transfer Transaction Files
crons/transferfiles	S	transfercron	Transfer Transaction Files
crons/transfercron	S	cron	Cron to Transfer Transaction Files
damis_prg	E	.setupISM	Master Menu
data_prg	E	damis_prg	Data Management Menu
deletion_prg	E	damis_prg	Data Deletion Menu
ecps_prg	E	damis_prg	PRs/ECP-S submission
education_prg	E	damis_prg	Education Menu
findilidb.sh	S	install_prg	Gives ILIDB location
group_prg	E	patient_prg	Group Session Appointment Menu
insrapr_prg	E	report4_prg	Installation RAPR Menu
install_prg	E	system admin	Setup ISM and Database
manpower_prg	E	chemical_prg	Manpower Statistics
manpower_prg	E	education_prg	Manpower Statistics
manpower_prg	E	patient_prg	Manpower Statistics

Table 3.2.1. DAMIS Software Units			
File Name	File Type	Run By	Description
manpower_prg	E	program_prg	Manpower Statistics
patient_prg	E	damis_prg	Patient Services Menu
patrpt_prg	E	damis_prg, patient_prg	Patient Services Report Menu
patqry_prg	E	patient_prg	Patient Services Query Menu
position_prg	E	program_prg	Test Designated Position Menu
prn_usr_prg	E	damis_prg	Print User Profile Report
program_prg	E	damis_prg	Program Management Menu
rapr_prg	E	program_prg	RAPR Menu
report1_prg	E	damis_prg, education_prg	Prevention Education Report Menu
report2_prg	E	damis_prg, education_prg	UADC Education Report Menu
report3_prg	E	damis_prg, education_prg	Counselor Education Report Menu
report4_prg	E	damis_prg, program_prg	Program Management Report Menu
start_user.sh	E	damis_prg	Run start_user program
unit_prg	E	program_prg	Unit Information Menu

3.2.1 Information Inventory.

3.2.2 Resource Inventory.

Since the software units in the DAMIS ISM consist of a single executable and many associated files (often small and insignificant), a complete listing of every file referenced would be inappropriate. Instead, this exhaustive listing of the files that comprise a software unit is included in the DAMIS ISM Software Product Specifications (SPS) manual. The numerical majority of files that comprise a software unit contain help messages and other text displayed on the screen when the ETIP program executes. Thus, most of the files do not change as a result of DAMIS ISM processing. The exceptions to this include dynamic menu files that can be changed by a user or the ISM administrator. Permanent files created using the DAMIS ISM include the Engineering Change Proposal Software (ECP-S) data files. Other data files are created while generating reports and during ISM processing but these are temporary in nature.

The DAMIS database contains much of the information referenced, created and updated by the DAMIS ISM. DAMIS requires this in order to operate. The ILIDB contains information that is referenced by the DAMIS ISM. DAMIS cannot create or update information in the ILIDB database. If it is not available, then processing can continue.

3.2.2.1 DBMS Files.

The database tables referenced or updated by DAMIS are listed in Table 3.2.2 below in alphabetical order. The subject area database (SADB) must contain these tables to operate fully, though it may be possible to continue operation with some tables missing.

Table 3.2.2. DAMIS Database Tables			
Database	Table	Database	Table
damis	academy	damis	adapcp_tbl

Table 3.2.2. DAMIS Database Tables			
Database	Table	Database	Table
damis	adapt_students	damis	adapt_tbl
damis	adhoc_svdet	damis	adhoc_svqry
damis	adhoc_tbl	damis	appt_code_tbl
damis	appt_tbl	damis	audit_tbl
damis	budget_tbl	damis	cert_tbl
damis	ecps_tbl	damis	edclass_tbl
damis	emp_tbl	damis	exam_tbl
damis	facility_tbl	damis	grp_appt_tbl
damis	grp_att_tbl	damis	grp_ind_tbl
damis	grp_sch_tbl	damis	individ_tbl
damis	manpower_tbl	damis	max_id
damis	menu_tbl	damis	milspec_tbl
damis	mnpwr_dir_tbl	damis	mnpwr_ind_tbl
damis	mnpwr_oth_tbl	damis	pop1_tbl
damis	pop2_tbl	damis	position_tbl
damis	ppr_tbl	damis	printer
damis	printer_default	damis	purchase_tbl
damis	rapr2_tbl	damis	rapr2b_tbl
damis	rapr3_tbl	damis	rapr4_tbl
damis	rapr5_tbl	damis	rapr6_tbl
damis	rapr7_budget	damis	rapr7_tbl
damis	scr_tbl	damis	security
damis	tda_tbl	damis	training_tbl
damis	uadc_tbl	damis	unit_tbl

The tables in ILIDB that are referenced by DAMIS are listed in Table 3.2.3 below. You can find details about these tables in the ILIDB Database Specification.

Table 3.2.3. ILIDB Database Tables			
Database	Table	Database	Table
ilidb	civilian	ilidb	individual
ilidb	mil_pers	ilidb	

3.2.2.2 Permanent Files.

There are more than 1000 permanent files in the DAMIS run-time module. The names and locations of the permanent files referenced created, or updated by DAMIS are included in the DAMIS SPS

Manual. They are not included here since the files can not be understood without the detailed information about the ETIP programs that the SPS provides. Most of the files in the DAMIS run-time have suffixes that indicate the type of the file. The meanings of some of the suffixes are as follows:

Table 3.2.4. Meanings of Suffixes	
FILE SUFFIX	TYPE/CONTENTS OF FILE
txt	Text of a HELP, WARNING, BANNER, or MESSAGE SCREEN
menu	List of choices available with the CHOICES key
sh	Executable “shell” commands
sql	SQL statements

The files contained in the “damis.exp” subdirectory are not needed at run time. They contain an export of the DAMIS database that is used optionally to load the database during DAMIS installation. The “damis.sql” file contains an SQL script that may be read by the “dbimport” command.

3.2.3 Report Inventory.

All reports produced by DAMIS are listed below with the name of the executable that produces the report and the DAMIS menu path(s) from the “Master Menu” to the report. For example, the path 4,1,2,1 means that you obtain the report by selecting item 4 from the “Master Menu,” then select item 1; then 2; then 1 from the next three menus. Refer to Figure 3.4-1, DAMIS Hierarchy Diagram, for an overall view of DAMIS functions.

A complete listing of the reports created by DAMIS is as follows:

<u>Report Title</u>	<u>Executable</u>	<u>Menu Path</u>
Pending Mandatory Commander Referral Report	patrpt_prg	1,1,7,1
Medical Referral Report		1,1,7,2
Incomplete Patient Intake/Screening Record Report		1,1,7,3
Incomplete PPR Report		1,1,7,4
Patient Progress Report Due Date Report		1,1,7,5
Detailed Patient Information Report		1,1,7,6
Counselor Caseload Report		1,1,7,7
Patient Roster		1,1,7,8
Notification of Missed Appointment Report		1,1,7,9
Missed Appointment Report		1,1,7,10
Record of Missed Individual Appointment		1,1,7,11
Group Session Roster		1,1,7,12
Record of Missed Group Session Appointment	patrpt_prg	1,1,7,13
Counselor Appointment Log		1,1,7,14
Individual Summary Report		1,1,7,15
Individuals Identified and not screened		1,1,7,16
Commander Prescreen Urinalysis Test Results Report	biorpt_prg	1,2,4,1
Military Laboratory Urinalysis Test Results Report		1,2,4,2
Civilian Laboratory Urinalysis Test Results Report		1,2,4,3
Individual Military Urinalysis Testing Record		1,2,4,4
Individual Civilian Urinalysis Testing Record		1,2,4,5
Confirmation Rate Report		1,2,4,6
Rejection Rate Report		1,2,4,7
Print Military Previous Positives Report		1,2,4,8
Print Civilian Previous Positives Report		1,2,4,9
Future Education Report by Class UIC	report1_prg	1,3,1,3,1
Future Education Report by Class Type		1,3,1,3,2
Future Education Report by Instructor		1,3,1,3,3
Future ADAPT Report		1,3,1,3,4
Past Education Report by Class UIC		1,3,1,3,5

Past Education Report by Class Type		1,3,1,3,6
Past Education Report by Instructor		1,3,1,3,7
Past ADAPT Report		1,3,1,3,8
Counselor Certification Progress Report	report3_prg	1,3,2,4,1
Individual Counselor Internship and Certification Report		1,3,2,4,2
Counselor Internship and Certification Summary Report		1,3,2,4,3
Counselor Re-certification Progress Report		1,3,2,4,4
Counselor Course Report		1,3,2,4,5
ADAPCP Academy of Health Sciences Course Report		1,3,2,4,6
UADC Certification Progress Summary Report	report2_prg	1,3,3,3,1
UADC Certification List		1,3,3,3,2
Units Requiring UADC		1,3,3,3,3
Unit Listing by UIC	report4_prg	1,4,9,1
Unit Listing by Unit Name		1,4,9,2
ADCO Budget Status Report		1,4,9,3
Employee Budget Status Report		1,4,9,4
ADCO Purchase Request Report		1,4,9,5
ADAPCP TDA Report for one TDA		1,4,9,6
ADAPCP TDA Report for all TDA		1,4,9,7
ADAPCP Working TDA Report for one TDA		1,4,9,8
ADAPCP Working TDA Report for all TDA		1,4,9,9
ADCO Personnel Report		1,4,9,10
Test Designated Position Listing	position_prg	1,4,9,11
ADCO Manpower Utilization Report		1,4,9,12
ADAPCP Employee Data Report		1,4,9,13
Installation RAPR	insrapr_prg	1,4,9,14
User Profile Report	prn_usr_prg	7,1,4
Historical Data Purge Summary Report	data_prg	7,5,1
DAMIS-FS Complete Backup File		7,5,2
DAMIS-FS Incremental Backup File		7,5,3
Deletion Audit Report	deletion_prg	7,7,6

To obtain a report, select the report from the menu and enter the criteria specified. You can choose to view some reports on-screen as well as send them directly to a specified printer.

3.2.4 Custom Reports.

The ISM “Ad Hoc Query” utility can create Ad hoc (customized) reports. These reports are the output of SQL queries of the “damis” database. You can construct queries using a menu-driven feature (knowledge of SQL not required) or you can write your own free-form SQL queries. In either case, operation is restricted to queries only; updates or deletes are not allowed. Refer to Section 7 of this manual for more information.

3.3 SOFTWARE ENVIRONMENT.

The DAMIS ISM runs on any UNIX System V platform against a Structured Query Language (SQL)-compliant Relational Database Management System (RDBMS). Terminals may consist of any American National Standards Institute (ANSI) 3.64 type or a PC with a similar emulation program. Printers, modems, and other peripherals will be site specific. To successfully execute DAMIS, the system environment should consist of the hardware, software, and utilities designated in paragraphs 3.3.1 and 3.3.2.

NOTE: This ISM application is not dependent upon any one particular model of computer. The hardware described in the following paragraphs is one of the configurations possible for operating the DAMIS application.

3.3.1 Hardware Required

Hardware configurations required to support DAMIS include:

- a. Computer. IBM RISC 6000 System - Model 7012-300 series.
- b. Local Computer Workstation. 386/486 class personal computer, a keyboard, a monitor, power strip/surge suppresser, communications interface.
- c. Printers. For reports high-resolution dot-matrix impact printer, with RS-232 serial communications interface and 132 column wide format.

3.3.2 Software Required

The software, required to run DAMIS ISM includes:

- a. Operating System (OS). AIX OS Version 4.2 Installation Guide. The operating system supervises the work of the computer and provides software utilities.
- b. RDBMS. ANSI SQL- compliant Relational database management system (such as Oracle7TM for AIX-Based Systems). The database is a collection of data, information about indexes, and system catalogs that describe the structure of the database.
- c. ISM Application. This is the DAMIS application software and is used in host mode.
- d. Local Operating System. MS-DOS 5.0/6.22 disk operating system. This operating system controls the work of the local installation computer and provides local mode, software utilities.
- e. Local Communication Software. Various types of communications protocol software may be used, depending on your installation configuration. This software formats and arranges data for transmission and controls the transfer of data between computers.

3.3.2.1 Database/Data Bank Characteristics.

DAMIS is designed using a RDBMS that will:

- a. Allow installation-unique tables and attributes.
- b. Provide integration with other portions of the installation, central data repository previously developed.
- c. Use data elements standardized IAW AR 25-9.

The data elements used for DAMIS are identified from the FD, the Structured Requirements Analysis Planning (STRAP) reports, the STRAP key-based data model, the Joint Application Development sessions, and the Prototyping sessions. Other sources include existing databases, reports, forms, user manuals, and other data stores maintained by the functional organization. These data elements are fully defined in the Army Data Dictionary (ADD)/Automated Dictionary Support System (ADSS).

The data elements for DAMIS are integrated into a multifunctional database as part of the ISM-wide data architecture. By accessing this data architecture, each function within has a view of its data. This view will consist of multiple data elements that are contained in a row of one or more tables. Estimates of table and row sizes for the SBIS-wide data architecture are presented in the Data Base Design Description (DBDD) Manual.

3.3.3 Major Application Components.

DAMIS contains the following major components:

- a. Logical Parts of the System
 - (1) The "Maintain Patient Data" functional area supports tracking of a patient's progression from identification, through enrollment, to release from the program. Data are entered through a series of interactive screens that identify an individual to the ADAPCP. As the information that identifies the individual is

entered, the system determines whether the individual is currently enrolled. The system provides messages to the ADAPCP staff about the data being entered on an individual. Messages indicate if the individual has already been identified or is already enrolled and reduces the amount of work needed to research records concerning newly identified individuals. If the method of identification is by either a medical or an apprehension referral, then, an ADAPCP staff member enters the referral information, which is associated with the identification.

Positive biochemical test results that reveal the use of an illicit drug result is an identification record, being created for an individual. For new referrals, an ADAPCP staff member can produce a report that lists the individuals that have been identified to the ADAPCP, but whose commander has not yet made a referral. This report reduces the chance of overlooking a referral.

In preparation for the assessment of the individual by the counselor and other rehabilitation team members, various types of information may be obtained from the DAMIS-FS. Pre-screened or Forensic Toxicology Drug Testing Laboratory (FTDTL) urinalysis test results may be queried. An ADAPCP staff member can also determine whether a commander has been notified of the pre-screened or FTDTL urinalysis test results. As mentioned earlier, previous enrollment information from the DAMIS-FS or the DAMIS-HQ may be reviewed interactively. If an individual is screened but not enrolled, no further data are collected, but existing data remain on-line for future reference.

Once an enrollment decision is made for an individual, any incomplete Patient Intake/Screening Record (PIR)-DA Form 4465 data will be investigated by ACSAP. ACSAP may require the record to be recent, or they may fix it themselves. The DAMIS-FS produces a report for counselors or the Clinical Director (CD) that indicates those DA Form 4465s, that have not yet been completed and transmitted to the DAMIS-HQ. The system produces a hard copy of a DA Form 4465 that is added to the patient's case file. Other reports can be produced from the DAMIS-FS to be used with form letters sent to commanders or attached to in-house status reports.

During rehabilitation, patient progress information, to be associated with the identification and enrollment data, may be entered. Throughout this phase, all identification and assessment information is available on-line to an ADAPCP staff member.

As patients are scheduled for individual appointments or group sessions, scheduling information is input into the DAMIS-FS. Information about which appointments or sessions were attended or the reasons for missing an appointment or session are also entered. Various reports are available that describe the appointment schedule load and patient participation. During the initial appointment, patients are provided a series of appointment slips generated from the scheduling data within the DAMIS-FS. A report may be generated which shows consecutively missed appointments by a patient. This information, readily available to a counselor, describes a lack of participation by the patient.

The system produces a report that indicates Patient Progress Reports (PPR) that are due to be completed or are past due. The system also produces a hard copy version of the PPR form, to be placed in a patient's case file.

While a patient is enrolled, a counselor may record the date the patient is admitted to a Residential Treatment Facility (RTF), the date released, and the name of the RTF. This data remains associated with the other information about the patient's enrollment and are available for review.

If the patient is permanently transferred to another Service Area Code (SAC) during an active enrollment, the counselor can produce a file from the DAMIS-FS containing a patient's history data. A PPR is also generated to indicate a permanent change of station (PCS) transfer and is sent to the DAMIS-HQ. The ability to rapidly accumulate all current enrollment information encourages complete transfer of data with minimal loss of a patient's history. This capability is particularly beneficial if an individual is reassigned to an overseas duty position.

The DAMIS-FS promotes the effective use of counselors by providing for counselor caseload management. Several reports, available to counseling planners, display the counselors' current case load and their near-term due date. To the individual counselor, this capability assists in planning daily activities. The DAMIS-FS produces a report showing which counselor is assigned to an individual's case and the number of additional cases assigned to that counselor.

All of the data entered that relate to patients are available for use as part of program management functions. Patient data are used to automatically produce the quantitative summary information for the DA Form 3711-R.

- (2) The Maintain Biochemical Testing Data functional area supports the entry of data from the DD Form 2624. Other urinalysis information, not on the forms, is also required by the DAMIS-FS. If the specimen belongs to a civilian in a Testing Designated Position (TDP), an ADAPCP staff member records the type of TDP. An ADAPCP staff member may also indicate which urine specimens shipped to a FTDTL are quality assurance samples.

To identify individuals as possible drug abusers as soon as possible, the DAMIS-FS produces a report containing the urinalysis test results from pre-screening. A similar report, which identifies only specimens whose pre-screening results were positive, is sent to commanders by the ADAPCP.

Results received from a FTDTL in hard copy format are manually entered. The laboratory accession number, which accompanies all results, can be used during conversations with the FTDTL about the testing of an individual specimen.

If a positive testing result is received from a FTDTL for an individual that is not currently identified or enrolled, the DAMIS-FS automatically generates an identification record for that individual. The ID record is created automatically if the positive is THC or COC and the person is military. Otherwise the record is not created until the Medical Review Officer (MRO) confirms that it was unauthorized usage of the substance.

An ADAPCP staff member can produce other types of biochemical testing reports from the DAMIS-FS. One report, produced for a given SAC, within a specified time period, compares the number of pre-screen positive with the number of positive confirmed by a FTDTL. It provides a similar comparison for the negative specimen results. Another report describes the percentage of specimens that are rejected by a FTDTL. For reporting purposes, urinalysis

specimen identifiers that have been “flagged” by the system as being erroneous are counted for all reports.

- (3) The DAMIS-FS provides the ability to capture and maintain identifying and quantitative data about the drug and alcohol classes being taught by the installation ADAPCP. Only an Educational Coordinator (EDCO) staff member will have access to enter the class attendance, which is used to produce the DA Form 3711-R. The system allows the ADAPCP staff personnel to obtain information on the types of classes, the instructors assigned to the classes, and the dates and times of all classes. The system ensures that an instructor is not scheduled for more than one class on the same date and time.

The DAMIS-FS also tracks and maintains data on counselor internship, certification, and training. The system allows certification information to be entered or updated. The user may create an ad-hoc query about an individual counselor or all counselors' certification date(s) or the number of in-service training credits. The system provides several reports that identify counselors that are not yet certified and a particular counselor's course status or re-certification dates.

Unit Alcohol and Drug Coordinator (UADC) certification and training data are captured and maintained within the DAMIS-FS. The system captures identifying data such as the UADC rank, whether the UADC completed the probationary period, and whether the UADC is certified. Reports may be produced which describe a UADC progress toward certification or a roster of all UADC and the assigned units.

- (4) An installation ADAPCP provides services to Army personnel who are assigned to a specific unit residing at the installation. The ADAPCP staff may maintain information identifying those units using the DAMIS-FS. A report may be printed that lists all of the installation units. Throughout the system, whenever a unit is referenced during data entry, the previously entered unit-identifying information is checked to determine if the reference is to a valid local unit.

The DAMIS-FS maintains information on an installation ADAPCP Table of Distribution and Allowances (TDA) Authorization Document. This function allows information on all positions within the ADAPCP to be added to the system and maintained during a TDA effective time period. An ADAPCP staff member may change the TDA position data as corresponding changes to the TDA are made. Reports are available about the TDA positions and the personnel employed in those positions.

The DAMIS-FS also provides the ability to maintain data on installation ADAPCP employees who are assigned to TDA positions. Data that identify and describe an employee may be entered into the system when an employee is hired. ADAPCP personnel can generate reports on the employees to provide information for use during the ADAPCP personnel management activities.

The manpower utilization capability includes information on how the installation ADAPCP staffs spend their time in support of the ADAPCP direct mission and indirect work categories. This function includes the capability to enter initial manpower usage data, change the data when required, and generate reports that can be used by installation ADAPCP managers to support manpower, planning activities. The data are also available for summary statistics used in the DA Form 3711-R.

The DAMIS-FS supports the installation ADAPCP budgeting activities and the purchase of items that affect the budget. As the budget is determined by ADAPCP staff members information, from it is entered into the DAMIS-FS down to the budget-item level. As changes are made to budget items during the fiscal year, those changes are added to data already existing in the system.

ADAPCP personnel may enter data on installation ADAPCP purchases that affect the budget. When a purchase request is made by an installation ADAPCP, data are entered into the system. Once the purchase request is approved, the system processes the information. Once the purchase is received, the system accepts updates reflecting the receipt of the purchase and the final purchase amount. Reports can be generated to allow the ADAPCP personnel to review the purchases that have occurred or are pending.

One of the main functions of the system is to produce the monthly DA Form 3711-R, which describes information about the installation ADAPCP monthly activities. The patient, biochemical testing, education, and program management data previously entered are used to construct the summary-level statistics required by the ACSAP. Other data, such as installation population data, are captured on a monthly basis as the installation population changes. The system provides the capability to print the report for review.

- (5) The DAMIS Administration functional area supports the administration of the automated DAMIS-FS. This includes user account management, system backup and restore, generation of transactions, correction of individual identifiers throughout the system, and deletion of individual patient services and urinalysis data.

The DAMIS-FS is accessible only to authorized users. To ensure that only authorized users have system privileges, user identifiers are issued to installation ADAPCP staff members so that they can perform functions using the automated system. The system administrator maintains the user profiles that designate the privileges or system functions that are available to each DAMIS-FS user. The user profile also associates the user identifier with ADAPCP employee information entered in the Program Management functional area.

The SA or any other authorized user may change individual identifiers. If a urinalysis custody document and the database have an identical, but incorrect individual identifier, the system administrator identifies the data in the database as incorrect. If the identifier in the database is incorrect but the urinalysis custody document is correct, the system administrator changes the individual identifier in the database for the urinalysis testing results and associated patient data. If patient data are entered including an incorrect individual identifier and there are no associated urinalysis testing data, the system administrator may correct the individual identifier within the patient data. As any changes of the individual identifier are made or an identifier is marked as incorrect, the DAMIS-FS identifies that a transaction must be sent to the DAMIS-HQ to make similar changes.

From within DAMIS Administration, users with appropriate access profiles may delete patient services and urinalysis information about individuals. As the information is deleted, an entry is automatically placed in a deletion audit log. This log, which may be printed later, describes what data was deleted, who deleted the data, and when the data was deleted. The audit log cannot be altered or deleted by a DAMIS-FS user.

As the amount of data in the local database becomes very large, only a small percentage will be changed each day. If the system administrator performs an incremental backup, only the data that has changed since the last backup are copied to the backup medium. Incremental backups may be made several times after one complete backup. If there is a major data corruption, the complete backup is restored first. Then, each incremental backup is restored in succession, until the database is restored with the contents as of the desired day. Occasionally, as the number of incremental backups increases, the system administrator will perform another complete backup to establish a new baseline date; the incremental process is then repeated.

- b. Communication Paths and Techniques. The ITP structure, which consists of the following, supports ISM communications:
- (1) Host computers located at Army Network and Systems Operator Center (ANSOC) sites.
 - (2) Communications hardware and software to support local and long-haul connectivity.
 - (3) User workstations located at Army installations.
 - (4) Remote network and systems management tools located at the Army Network and Systems Operator Center (ANSOC).

The host computers at the ANSOC provide ISM application processing and ISM application databases for their client users, who gain access through workstations.

T1 circuits and fractional T1 bandwidth are provided for long-haul communications between the ANSOC and the installations. Bandwidth is provided through the DOD, Defense Information System Network (DISN) when spare capacity is available. When new service is required, it will be provided either by the Defense Commercial Telecommunications Network (DCTN) or by the Federal Telecommunications System (FTS) 2000 contracts.

The ITP at the installation includes intra-building Local Area Networks (LANs) and inter-building communications. Installations connect to long-haul communications via a router, which also attaches the Installation Information Transport System (IITS), which is connected to a hub in the user buildings. Building LANs consist of workstations and printers connected via 10BaseT intelligent hubs. In some areas, workstations will communicate via modem to an installation hub, which will interface to a router for long-haul communications.

DAMIS communicates between PC workstations and a local host either via an EIA RS-232-C serial connection or through an Ethernet LAN. Procomm terminal emulation software is used with the "VT100" emulation set and ISM host terminal type, set to "VTPC-C" for color monitors and "VTPC-M" for monochrome monitors. The baud rate, parity, and number of stop bits should match those of the ISM host. You can also use Telnet.

Typical configuration examples:

Serial connection using terminal emulation software with an IBM compatible PC. The PC hardware required is a serial port (COM1 or COM2 only). The software required is DOS 5.0 or higher and Procomm 2.4.2. Using Procomm, the following options should be set in the Terminal Setup section (accessed by pressing <Alt/S> on the keyboard. The other settings in this section are irrelevant.

Settings:

Terminal Type	: VT100
Duplex	: FULL
Line Wrap	: OFF
Scroll	: ON

The following options should be set in the Line Parameters section (accessed by pressing <Alt/P> on the keyboard). All of these settings should match the particular PC hardware and ISM host configuration that you have. Parameters that are likely to vary are indicated with an “*”.

Port	: COM1*
Baud rate	: 2400*
Parity	: SPACE*
Data Bits	: 7
Stop Bits	: 1

The TERM variable on the ISM host should be set to “VTPC-C” or “VTPC-M” for use with this configuration.

TCP/IP LAN connection using National Center for Super-computing Applications (NCSA) Telnet with a network interface card (NIC) in an IBM compatible PC. The PC hardware required is a 3COM 3C503 Ethernet NIC in addition to the PC. The NIC should be configured for “thinnet” (thin coaxial cable) and for memory mapped I/O by setting the jumpers as indicated for the card. Except for this change, use the factory default settings.

The software required for the AT is:

DOS 5.0/6.0	Operating System
SMC/pkt8000.com	packet driver
TELBIN.EXE	CUTCP/CUTE program (NCSA Telnet)
netstart.bat	described below
telnet.bat	described below
config.tel	configuration file
vtpc-c.tbl	keymapping file for vtpc-c terminal type

The autoexec.bat file on the PC should be modified to run the program SMC/pkt8000.com via a batch file called netstart.bat. This loads the packet driver that communicates between the NIC and the telnet software with its correct configuration. The configuration is supplied as arguments to 3C503 and are, in order from left to right, 0x7e (Software interrupt number), 2 (Interrupt level number), 0x300 (shared memory address) and 1 (use thinnet adaptor). Since pkt8000 is a small (3K) TSR it can remain loaded all the time, even when not needed. The setting of the PATH variable should include the directory where the telbin.exe program is located along with the configuration and key-mapping files.

The telnet.bat file should change directory to this directory and then run the telbin.exe program passing the argument supplied to telnet.bat. This is the name of the ISM host as described in the config.tel file.

Various settings in the config.tel file depend on the LAN configuration. The name and IP address of the PC workstation must be determined in consultation with the LAN administrator to avoid conflict with other devices on the LAN. In addition, at a minimum, the name(s) of the ISM host and its IP address must be set in the config.tel file.

In the following sample config.tel file, the variables marked with “*” should be set to

particular values based on your PC/LAN/ISM host configuration. Other variables are optional and may be set according to preference. Text after a '#' is commentary. See the NCSA documentation for details.

```

myname=myname          # PC's LAN name; unique to LAN
myip=192.108.181.200   # PC IP address; unique to LAN

name=default
keymap="VTPC-C.tbl"     # sets default keymap

name=ISMHOST            # ISM host's LAN name
hostip=192.108.181.72   # ISM host's IP address

```

Additional pairs of lines like the last two may follow to indicate the LAN names and IP addresses of other hosts on the LAN. The TERM variable on the LAN hosts should be set to vtpc-c when using this configuration with the vtpc-c.tbl key-mapping file selected.

Note: The IP address and names given above are examples only. Determine the correct values for your LAN in consultation with the LAN administrator.

To connect to the ISM host using the LAN, invoke the telnet.bat file with the name of the ISM host as an argument.

State-of-the-art, digital cellular communication is used where data links are critical.

- c. Source Data Entry. Redundant data entry is eliminated. Basic information is captured at the source using automated source data technology, such as bar coding and laser scanning.
- d. Accuracy and Completeness. Reducing the need for redundant data entry and implementing software edit checks will improve the accuracy and completeness of data. Read and write/update access control measures will also lower the error rate.
- e. Better Utilization of Staff. Administrative burdens are reduced, by automating data collection and report generating functions. In some instances, manual tasks are eliminated, entirely.
- f. Timeliness. On-line access to centralized databases and electronic data transfer capabilities improves the timeliness of data.
- g. Management Oversight. Operational data are instantly available to all users at every level authorized to have access. Ad hoc query and report capabilities are provided, as well as standard, user-defined reports.
- h. Graphics. Graphics are used to summarize statistical data (i.e., pie charts, bar charts).

3.3.4 System Interfaces.

DAMIS references data stored in the ILIDB, which contains a subset of data from the Standard Installation/Division Personnel System (SIDPERS) database. Data contained in the ILIDB is reconciled with data from both SIDPERS and the Subject Area Database (SADB) periodically.

DAMIS application will directly interface with STAMIS, ISM, and other stovepipe systems such as SIDPERS and the ILIDB. These interfaces may be done either by direct connect electronic record transfer or for systems that have restricted electronic connectivity capabilities, magnetic media data transfers may be used.

Connectivity to STAMIS, ISM, and stovepipes on or outside the installation is currently accomplished via SNA networks, the NIPERnet, LANs, or asynchronous/synchronous communication lines. Most

installations have one network gateway to a major SNA network or to the NIPERnet. Some installations have both.

The DAMIS will consider both connectivity paths with combinations of SNA 3270 emulation and file transfer or, in case of circuit unavailability, manual transfer of data via magnetic media. Use of any of these methods permits “upload/download” of data from STAMIS to the shared data file and to DAMIS data tables. Use of any existing network gateway may be considered until hardware and software supporting an open system environment (OSE) is installed.

3.4 SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION.

DAMIS operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) operating system (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Data Base Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Toolkit with the oracle DBMS and the UNIX tool set.

ETIP Designer is used to construct most of the separate programs (software units) that comprise DAMIS. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each other program by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and these may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. DAMIS is written in C. Refer to Section 3.2, Software Inventory, for details.

The DAMIS programs communicate by shared access to the “damis” database. The database tables accessible by DAMIS are listed in Section 3.2.2.1. DAMIS also references various tables in the ILIDB. The DAMIS Data Base Design Specification (DBDD) manual (AISM 25-P6A-AVM-AIX-DBDD) contains more details about the database. Figure 3.4-1 is a directory of the menus and screens available to the DAMIS user.

Menu Name or Screen	Executable
Master Menu	
????1. =Peacetime Menu	
? ????1. =Patient Services Menu	==> damis_prg
? ? ????1. Add/Change Individual Identification Data	==> patient_prg
? ? ????2. Add/Change Patient Intake/Screening Data	
? ? ????3. Add/Change Patient Progress Data	
? ? ????4. Add/Change PCS Gain Data	
? ? ????5. Appointment Scheduling Menu	
? ? ????1. Add/Change/Delete Individual Appointment Data	
? ? ????2. Print Individual Appointment Slip	
? ? ????3. Group Session Appointment Menu	==> group_prg
? ? ????1. Setup/Change Group Appointment	
? ? ????2. Record No-show for Individuals	
? ? ????3. Delete Group Appointment	
? ? ????4. Print Group Session Appointment Slip	
? ? ????6. Counselor Education Development Menu	
? ? ????1. Add/Change Counselor Certification Course Data	
? ? ????2. Maintain Counselor Internship Training Data	
? ? ????3. ADAPCP Academy of Health Sciences Course Maintenance	
? ? ????4. Counselor Education Report Menu	
? ? ????1. Print Counselor Certification Progress Report	
? ? ????2. Print Individual Counselor Internship and Certification Report	
? ? ????3. Print Counselor Internship and Certification Summary Report	
? ? ????4. Print Counselor Re-certification Progress Report	

Figure 3.4-1. DAMIS Hierarchy Diagram

Menu Name or Screen			
M	1	1	4
?	?	?	???
?	?	?	???
?	?	?	???
?	?	???	7. =Patient Services Query Menu
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	???	8. =Patient Services Report Menu
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	???	9. =Manpower Statistics
?	?	?	???
?	???	?	2. =Biochemical Testing Menu
?	?	???	1. Military Urinalysis Specimen Testing Menu
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	???	2. Civilian Urinalysis Specimen Testing Menu
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	?	???
?	?	???	3. =Biochemical Testing Query Menu
?	?	?	???
?	?	?	???
?	?	?	???
?	?	???	4. =Biochemical Testing Report Menu
?	?	?	???
?	?	?	???
?	?	?	???

Figure 3.4-1. DAMIS Hierarchy Diagram – Continued.

Menu Name or Screen			
M	1	2	4
?	?	?	???
?	?	?	???
?	?	?	???

?	?	?	????7. Print Rejection Rate Report	
?	?	?	????8. Print Military Previous Positives Report	
?	?	?	????9. Print Civilian Previous Positives Report	
?	?	?		
?	?	????5. =Manpower Statistics		==> manpower_prg
?	?	????3. =Education Menu		==> education_prg
?	?	????1. Prevention Education Schedule Menu		
?	?	????1. Add/Change Education Class Data		
?	?	????2. Delete Education Class Data		
?	?	????3. Prevention Education Report Menu		
?	?	????1. Print Future Education Report by Class UIC		
?	?	????2. Print Future Education Report by Class Type		
?	?	????3. Print Future Education Report by Instructor		
?	?	????4. Print Future ADAPT Report		
?	?	????5. Print Past Education Report by Class UIC		
?	?	????6. Print Past Education Report by Class Type		
?	?	????7. Print Past Education Report by Instructor		
?	?	????8. Print Past ADAPT Report		
?	?	?		
?	?	????4. Add/Change ADAPT Course Information		
?	?	????5. Delete ADAPT Course Information		
?	?	????6. Add/Change ADAPT Follow Up Report		
?	?	?		
?	?	????2. ADAPCP Academy of Health Sciences Course Menu		
?	?	????1. ADAPCP Academy of Health Sciences Course Maintenance		
?	?	????2. Print ADAPCP Academy of Health Sciences Courses Report		
?	?	?		
?	?	????3. UADC Education Development Menu		
?	?	????1. Add/Change UADC Certification and Training Data		
?	?	????2. Delete and Print UADC Certification and Training Data		
?	?	????3. UADC Education Report Menu		
?	?	????1. Print UADC Certification Progress Summary Report		
?	?	????2. Print UADC Certification List		
?	?	????3. Print Units requiring UADC Report		
?	?	?		
?	?	????4. =Manpower Statistics		==> manpower_prg
?	?	?		
?	?	????4. Program Management Menu		
?	?	????1. Unit Information Menu		
?	?	????1. Update Local Units from ILIDB/SIDPERS		
?	?	????2. Add/Change Unit Data		
?	?	????3. Delete Unit Data		
?	?	????4. Unit Discrepancies Report		
?	?	?		
?	?	????2. Add/Change ADAPCP Site Information Maintenance		
?	?	????3. Add/Change/Delete Budget Data		
?	?	????4. Procurement Menu		
?	?	????1. Add/Change Purchase Request Data		
?	?	????2. Delete Purchase Request Data		
?	?	?		
?	?	????5. Add/Change/Delete Authorizations Data		
?	?	????6. Personnel Management Menu		
?	?	????1. Add/Change ADAPCP Employee Data		
?	?	????2. Change ADAPCP Employee ID		
?	?	????3. Delete ADAPCP Employee Data		

Figure 3.4-1. DAMIS Hierarchy Diagram – Continued.

Menu Name or Screen

M	1	4	
?	?	????7. Test Designated Positions Menu	
?	?	????1. Add/Change Test Designated Position Data	
?	?	????2. Delete Test Designated Position Data	
?	?	?	
?	?	????8. RAPR Menu	
?	?	????1. Update RAPR	
?	?	????2. Print/View RAPR	
?	?	????1. Print/View Section I Data	
?	?	????2. Print/View Section II Data	
?	?	????3. Print/View Section III Data	

?	?	?	?	????4. Print/View Section IV Data
?	?	?	?	????5. Print/View Section V Data
?	?	?	?	????6. Print/View Section VI Data
?	?	?	?	????7. Print/View Section VII Data
?	?	?	?	????8. Print/View RAPR
?	?	?	?	????9. DA Form 3711-R
?	?	?	?	
?	?	?	????3. Transmit RAPR Data to ACSAP	
?	?	?		
?	?	?	????9. Program Management Report Menu	
?	?	?	????1. Print Unit Listing By UIC	
?	?	?	????2. Print Unit Listing By Unit Name	
?	?	?	????3. Print ADCO Budget Status Report	
?	?	?	????4. Print Employee Budget Status Report	
?	?	?	????5. Print ADCO Purchase Request Report	
?	?	?	????6. Print ADAPCP TDA Report for One TDA	
?	?	?	????7. Print ADAPCP TDA Report for All TDA	
?	?	?	????8. Print ADAPCP Working TDA Report for One TDA	
?	?	?	????9. Print ADAPCP Working TDA Report for All TDA	
?	?	?	????10. Print ADCO Personnel Report	
?	?	?	????11. Print Test Designated Position Listing	
?	?	?	????12. Print ADCO Manpower Utilization Report	
?	?	?	????13. Print ADAPCP Employee Data Report	
?	?	?	????14. Print/View Installation RAPR	
?	?	?	????1. Update RAPR	
?	?	?	????2. Print/View RAPR	
?	?	?	????3. Transmit RAPR Data to USADAOA	
?	?	?		
?	?	?	????10. Manpower Statistics	
?	?	?		
?	?	?	????5. ADAPCP Report Menu	
?	?	?	????1. Patient Services Report Menu	
?	?	?	????1. Print Pending Mandatory Commander Referral Report	
?	?	?	????2. Print Medical Referral Report	
?	?	?	????3. Print Incomplete Patient Intake/Screen Record Report	
?	?	?	????4. Print Incomplete PPR Report	
?	?	?	????5. Print PPR Due Date Report	
?	?	?	????6. Print Detailed Patient Information Report	
?	?	?	????7. Print Counselor Caseload Report	
?	?	?	????8. Print Patient Roster	
?	?	?	????9. Print Notification of Missed Appointment Report	
?	?	?	????10. Print Missed Appointment Report	
?	?	?	????11. Print Record of Missed Individual Appointment	
?	?	?	????12. Print Group Session Roster	
?	?	?	????13. Print Record of Missed Group Session Appointment	
?	?	?	????14. Print Counselor Appointment Log	
?	?	?	????15. Print Individual Summary Report	
?	?	?	????16. Print Individuals Identified and not Screened	

Figure 3.4-1. DAMIS Hierarchy Diagram – *Continued.*Menu Name or Screen

M	1	5
?	?	????2. Biochemical Testing Report Menu
?	?	????1. Print Commander Prescreen Urinalysis Test Results Report
?	?	????2. Print Military Laboratory Urinalysis Test Results Report
?	?	????3. Print Civilian Laboratory Urinalysis Test Results Report
?	?	????4. Print Individual Military Urinalysis Testing Report
?	?	????5. Print Individual Civilian Urinalysis Testing Report
?	?	????6. Print Confirmation Rate Report
?	?	????7. Print Rejection Rate Report
?	?	????8. Print Military Previous Positives Report
?	?	????9. Print Civilian Previous Positives Report
?	?	
?	?	????3. Education Report Menu
?	?	????1. Prevention Education Report Menu
?	?	????1. Print Future Education Report by Class UIC
?	?	????2. Print Future Education Report by Class Type
?	?	????3. Print Future Education Report by Instructor

```

? ? ? ? ????4. Print Future ADAPT Report
? ? ? ? ????5. Print Past Education Report by Class UIC
? ? ? ? ????6. Print Past Education Report by Class Type
? ? ? ? ????7. Print Past Education Report by Instructor
? ? ? ? ????8. Print Past ADAPT Report
? ? ? ? ?
? ? ? ? ????2. Counselor Education Report Menu
? ? ? ? ????1. Print Counselor Certification Progress Report
? ? ? ? ????2. Print Individual Counselor Internship and Certification Report
? ? ? ? ????3. Print Counselor Internship and Certification Summary Report
? ? ? ? ????4. Print Counselor Re-certification Progress Report
? ? ? ? ????5. Print Counselor Course Report
? ? ? ? ????6. Print ADAPCP Academy of Health Sciences Courses Report
? ? ? ? ?
? ? ? ? ????3. UADC Education Report Menu
? ? ? ? ????1. Print UADC Certification Progress Summary Report
? ? ? ? ????2. Print UADC Certification List
? ? ? ? ????3. Print Units Requiring UADC
? ? ? ? ?
? ? ? ? ????4. Program Management Report Menu
? ? ? ? ????1. Print Unit Listing By UIC
? ? ? ? ????2. Print Unit Listing By Unit Name
? ? ? ? ????3. Print ADCO Budget Status Report
? ? ? ? ????4. Print Employee Budget Status Report
? ? ? ? ????5. Print ADCO Purchase Request Report
? ? ? ? ????6. Print ADAPCP TDA Report for One TDA
? ? ? ? ????7. Print ADAPCP TDA Report for All TDAs
? ? ? ? ????8. Print ADAPCP Working TDA Report for One TDA
? ? ? ? ????9. Print ADAPCP Working TDA Report for All TDAs
? ? ? ? ????10. Print ADCO Personnel Report
? ? ? ? ????11. Print Test Designated Position Listing
? ? ? ? ????12. Print ADCO Manpower Utilization Report
? ? ? ? ????13. Print ADAPCP Employee Data Report
? ? ? ? ????14. Installation RAPR Menu
? ? ? ? ????1. Update RAPR
? ? ? ? ????2. Print/View RAPR
? ? ? ? ????1. Print/View Section I Data
? ? ? ? ????2. Print/View Section II Data
? ? ? ? ????3. Print/View Section III Data
? ? ? ? ????4. Print/View Section IV Data
? ? ? ? ????5. Print/View Section V Data

```

Figure 3.4-1. DAMIS Hierarchy Diagram – Continued.

Menu Name or Screen

```

M 1 2
? ? ? ? ????6. Print/View Section VI Data
? ? ? ? ????7. Print/View Section VII Data
? ? ? ? ????8. Print RAPR (DA Form 3711-R)
? ? ? ? ????3. Transmit RAPR Data to USADAOA
? ????6. =Ad Hoc Query ==> adhoc_prg
? ????1. Create a Basic Ad Hoc Query (V 4.01)
? ????2. Create an Advanced Ad Hoc Query
? ????3. Change a Saved Ad Hoc Query
? ????4. Delete Ad Hoc Queries
? ????5. View/Print Saved Ad Hoc Query Results
? ????6. View Saved Ad Hoc Query Statements
? ????2. *Transition to War Menu
? ????3. *Wartime Menu
? ????4. *Demobilization Menu
? ????5. *Customer Assistance Menu
? ????1. Telephonic
? ????2. *Message
? ????3. =+Problem Report ==> ecps_prg
? ? ? ? ????1. Add/Change Problem Report/ECP-S

```

```

? ?      ???2. View Problem Report/ECP-S
? ?      ???3. Delete Problem Report/ECP-S
? ?      ???4. Submit Problem Report/ECP-S
? ?
?      ???4. ISM Data Sheet
?
????6. Problem Reports/ECP-S Submission
? ?      ???1. Add/Change Problem Report/ECP-S
? ?      ???2. View Problem Report/ECP-S
? ?      ???3. Delete Problem Report/ECP-S
? ?      ???4. Submit Problem Report/ECP-S
? ?      ???1. View Status of Problem Reports
? ?      ?      ???1. Application Software Standard Reports Menu
? ?      ?      ?      ???1. All Open ECP-S by DPI Code
? ?      ?      ?      ???2. All Closed ECP-S by DPI Code
? ?      ?      ?      ???3. All Canceled ECP-S by DPI Code
? ?      ?      ?      ???4. All Open PR by DPI Code
? ?      ?      ?      ???5. All Closed PR by DPI Code
? ?      ?      ?      ???6. All Canceled PR by DPI Code
? ?      ?      ?
? ?      ?      ???2. Executive Software Standard Reports Menu
? ?      ?      ???1. All Open ECP-S by AIS Code
? ?      ?      ?      ???1. Executive Software Open ECP-S by specific AIS Code
? ?      ?      ?      ???2. Application Software Open ECP-S by specific AIS Code
? ?      ?      ?
? ?      ?      ???2. All Closed ECP-S by AIS Code
? ?      ?      ???3. All Canceled ECP-S by AIS Code
? ?      ?      ???4. All Open PR by AIS Code
? ?      ?      ???5. All Closed PR by AIS Code
? ?      ?      ???6. All Canceled PR by AIS Code
? ?      ?
? ?      ???2. View Individual Problem Reports/ECP-S
? ?      ?      ???1. ISM Application Software
? ?      ?      ???2. Executive Software Baseline
? ?      ?
? ?      ???3. View Statistical/Analysis Reports
? ?      ?      ???1. ISM Application Software Statistical/Analysis Report Menu
? ?      ?      ???2. Executive Software Statistical/Analysis Report Menu

```

Figure 3.4-1. DAMIS Hierarchy Diagram – *Continued.*Menu Name or Screen

```

M      6      3
?      ?      ???3. Application Software Utilization Report
?      ?      ???4. Listing of User Accounts Not Initialized by the FA
?      ?      ???5. ISM Network Response Times
?      ?      ???6. Listing of ISM Functional Administrators
?      ?      ???7. Sun690 DASD Utilization Reports
?      ?
?      ???4. View Current Baseline Software Versions
?      ?      ???1. Application Software
?      ?      ???2. Executive Software
?      ?
?      ???5. View Testing Schedule
?      ???6. View Software Fielding Schedule
?      ???7. View ISM Points of Contact
?      ???8. View News Bulletin Board
?
????7. +=Damis Administration Menu                                     ==> admis_prg
?      ???1. Security Administration Menu
?      ?      ???1. Add/Change DAMIS User
?      ?      ???2. Delete DAMIS User
?      ?      ???3. Add Alternate ISM Administrator
?      ?      ???4. Print User Profile Report
?      ?      ???5. Update ISM Transfer File
?      ?
?      ???2. Customize DAMIS Data Menu
?      ???3. =Setup Installation-Specific Menu                         ==> install_prg
?      ?      ???1. Add/Change Menu Entries
?      ?      ???2. Delete Menu Entries
?      ?
?      ???4. Peripheral Administration Menu

```

?	?	????1.	Add/Change Application Printers	
?	?	????2.	Delete Application Printers	
?	?			
?	????5.		Data Management Menu	
?	?	????1.	Purge All Historical Data	
?	?	????2.	Perform Complete DAMIS-FS Backup	
?	?	????3.	Perform Incremental DAMIS-FS Backup	
?	?	????4.	Restore DAMIS-FS Data	
?	?	????5.	Query Valid Codes for Short Name	
?	?			
?	????6.		Individual ID Correction Menu	
?	?	????1.	Correct Individual ID to Match Military Urinalysis Custody Document	
?	?	????2.	Correct Individual ID to Match Civilian Urinalysis Custody Document	
?	?	????3.	Correct Individual ID Within Patient Services	
?	?	????4.	Correct Individual ID Date Within Patient Services	
?	?			
?	????7.		Data Deletion Menu	
?	?	????1.	Delete Erroneous Military Urinalysis data	
?	?	????2.	Delete Erroneous Civilian Urinalysis data	
?	?	????3.	Delete Erroneous Individual Patient Services Data	
?	?	????4.	Delete Erroneous Patient Intake/Screening Data	
?	?	????5.	Delete Erroneous Patient Progress Report Data	
?	?	????6.	Print Deletion Audit Report	
?	?			
?	????8.		=Ad Hoc Query Administration Menu	==> admin_prg
?	?	????1.	Select Elements to Show	
?	?	????2.	Add/Change Elements Comments	
?	?			
?	????9.		Load Laser Fonts	
?	?			
?	????8.		=Installation-Specific Applications Menu	==> install_prg

Figure 3.4-1. DAMIS Hierarchy Diagram – *Continued.*Menu Name or Screen

M

- ????9. View Documentation/Regulations Menu
 - ????1. View Governing Regulation (Primary)
 - ????2. View End User Manual (EM)
 - ????3. View Implementation Procedure (IM)
 - ????4. View Maintenance Manual (MM)
 - ????5. View ISMSIS
 - ????6. View Configuration Control Manual (CCM)
 - ????7. View Functional Description (FD)

Figure 3.4-1. DAMIS Hierarchy Diagram

3.4.1 Controls.

Through the “DAMIS Administration Menu” the DAMIS Administrator controls which user LOGIN ID’s have access to the specific DAMIS functions. The installation Directorate of Information Management (DOIM) and installation level SAFP for DAMIS have established ISM controls to ensure the proper use of the ISM in support of the overall mission.

The SA at the ANSOC is responsible for supervisory controls, including system identification and security, user services, disk management, file system administration, performance management, and interaction with operating system controls.

3.5 CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION.

There is no difference in the operation of this ISM during peacetime, war, or conditions of alert. During any emergency condition, you must know how to safeguard against loss of information. This section outlines methods used for saving and restoring data, implementing manual procedures, substituting equipment, and operating in degraded mode.

CAUTION

In case of system failures, or “crashes”, and other abnormal shutdowns of the

Installation computer or workstation, contact the SA or DOIM before continuing operation.

3.5.1 Failure Contingencies.

DAMIS requires three types of failure contingency safeguards in case of user error or hardware/software failure:

- ? Back Up
- ? Fall back
- ? Degraded Modes of Operation

3.5.1.1 Backup.

Backups are copies (archives) of computer files that are made to preserve existing work. Failed systems that have not been backed up may be impossible to recover. System recovery can require one or more of the following:

- a. Program Backup. Use this backup to restore the latest version of the ISM application software and is separate from the database.
- b. Data Backup. Use this backup to restore the database to a point as it existed immediately before a failure and comes from three sources:
 - (1) Transaction Buffer. Work that is currently in progress is placed into a temporary transaction buffer. If the RDBMS crashes, this temporary buffer will be restored after the system is restarted. Both storage and recovery of transaction buffers are performed automatically by the RDBMS.
 - (2) Transaction Log. A record of all completed transactions is automatically written to a transaction log. This log is written onto external or removable media and used to roll back transactions, restore databases from archives, and recover from system failures. Transactions that are incomplete at the time of failure will be permanently lost.
 - (3) Database Backup. This is a copy of the entire database, which is made on a daily basis, and which is used to recover a database that has been destroyed, completely.
- c. Electrical Power Backup. In case power to the computer is suddenly lost, an uninterruptible power system (UPS) will automatically provide between 20 and 30 minutes of continuous power to the system. This prevents the computer from shutting down in the middle of saving files.

Backup requirements are those, necessary to ensure continued achievement of system functions. There are two primary types of system backup:

- a. Automatic Backup. The system automatically saves work entered into system memory to a restorable temporary file. The purpose is to save on-going work from loss in case of an abnormal system shutdown. On restart of the system, the user is informed that a temporary file exists from a previous abnormally ended session, and it can be queried on whether or not the system should restore the files.
- b. Routine Backup. The system does routine periodic backups. The backup of data tables that were changed during the day is backed up to external or removable media during the end-of-day functions. The system keeps track of the time lapse between backups and notifies the user if a (table-driven) period of time has been exceeded without performing a backup. For example, if the end-of-day routine requires a backup of certain data tables and the system detects that no backup function has been

performed during a 24-hour period, the SA is notified and told to perform the backup before beginning the next day's processing. The backup and subsequent restore processes are easy for the SA to perform.

3.5.1.2 Fall Back.

Use fall back techniques to ensure the continued satisfaction of the specific requirements of the system in the event of a system failure.

- a. Installation failures. There are two, primary fall back techniques:
 - (1) Alternate Equipment. If a terminal or PC workstation fails, another one should be used in its place. If a printer fails or is unavailable, print output should be rerouted to another printer or the printer should be replaced.
 - (2) Manual Operations. If automated system is not available, manual procedures should be used to perform transactions until the automated system is back in operation. When the system is back in operation, the manual transactions are entered into the system. The system includes the ability to reroute output to different devices in the event that the normal output device is unavailable. For example, if a standard report is normally routed to a specific printer, the user has the option of re-directing the output to another printer as the situation dictates.
- b. ANSOC Failures. In case the ANSOC system fails, you should contact the installation SA or DOIM for instructions.

3.5.1.3 Degraded Modes of Operation.

This provides for operating the system according to a priority established in order of importance or urgency. The priority for operating any ISM in degraded mode is as follows:

Table 3.5.1. Degraded Modes of Operation	
Priority	Operation
(1)	Interactive input of data
(2)	Standard report generation
(3)	Loading input data from other sources (e.g., ASMIS)
(4)	Transmitting data to other organizations (e.g., Staff Agencies)
(5)	Ad hoc queries of the database

3.5.2 Restart/Recovery.

- a. General. The application software requires no restart procedures. However, the RDBMS automatically logs transactions that are completed. If the RDBMS crashes, an archive copy of the database is restored to disk, and the database is rolled forward to a point just before the failure. If any transactions were not completed, the database will be rolled back to the last completed transaction.
- b. Policy. RDBMS transaction logging is automatic and has default "checkpoint interval" of 20 minutes, which can be changed by the Database Administrator (DBA). Backups of the database must be performed a minimum of once per day. Backups of the application software can be conveniently performed when the database is backed up. ANSOC personnel will perform backups of applications, the ILIDB, and subject area

databases.

- c. Data Recovery. In case the ISM program has been corrupted or destroyed, the backup copy is restored. To recover a destroyed database, the latest backup is restored and then the contents of the transaction log read in. When the system is restarted, it checks for the existence of a complete transaction and automatically recovers; the RDBMS notifies users when an automatic recovery from backup is being performed.

3.6 SECURITY AND PRIVACY.

The information contained in this application is designated unclassified sensitive-two (US-2). US-2 is unclassified information that primarily must be protected to ensure its availability and/or integrity. This information also requires protection from unauthorized personnel to ensure confidentiality. Examples of US-2 include information dealing with logistics, medical care, personnel management, Privacy Act data, contractual data and "*For Official Use Only (FOUO)*" information. All data that is subject to the Privacy Act pursuant to Public Law 93-579, will be handled in such a manner as to preclude unauthorized release of the information. The Personnel Locator application data tables will contain information that must be safeguarded against unauthorized access. Only users with a valid login ID and PASSWORD may access the DAMIS ISM. DAMIS SA must grant privileges to a user to access the various options of the ISM.

3.6.1 Threat Types.

There are several possible threats to which the system could be subjected. These threats are taken into consideration in the development of safeguards.

3.6.2 Unauthorized Access.

This type of threat concerns an individual attempting to gain access to the system, who is not authorized to either use the system or has a "need to know." The system provides safeguards against these types of "hackers" or "idle curiosity seekers."

3.6.2.1 Fraud and Embezzlement.

This type of threat concerns an individual authorized system access attempting to falsify requisition records for purpose of acquiring unauthorized items. The system provides safeguards against any one individual having complete control over an entire accounting transaction; and maintains permanent, unalterable audit logs of record access.

3.6.2.2 Other Threat.

This type of threat concerns the physical misappropriation of the computer containing the application program and its data bank/database. The system includes safeguards such as encryption of data elements, if appropriate, to prevent sensitive data from falling into the wrong hands by physical misappropriation of the system hardware.

3.6.2.3 Service Interruption/Degradation.

This type threat is normally related to scheduled or unscheduled availability of the system to run the application as intended. The disruption may be due to power outages, environmental situations, etc. The system provides safeguards for restoring systems abnormally terminated/shut down.

3.6.2.4 Human Errors of Commission and Omission.

This type of threat is normally related to user carelessness or ignorance. The system provides safeguards by automatically performing edit checks for enumerated values, acceptable ranges, etc.

3.6.2.5 Privacy Violations.

This type of threat involves unauthorized release of personnel information protected under the Privacy Act of 1974, Section 5, United States Code 552a. Data elements identified as protected under the Privacy Act are safeguarded by the system through encryption, user access levels, or other controls as appropriate.

3.6.2.6 Sabotage.

This type of threat would most likely involve an authorized user deliberately erasing or otherwise destroying system data files and/or backup file media. The system periodically determines duration between system sessions and last system backup. The system also periodically requires a backup to be generated if some predetermined number of sessions has occurred without the operator voluntarily performing a backup operation. The backup ensures that at least three separate backup copies are maintained and the system cycles through them interactively.

3.6.2.7 Industrial/Military Espionage.

This threat would normally involve a former user gaining access to the system for some personal benefit. The system provides safeguards to require inactive USERID to be deleted from the system. The system also requires periodic mandatory change of authorized user passwords.

WARNING

IT IS A VIOLATION OF FEDERAL LAW TO ACCESS, COPY, OR OTHERWISE USE GOVERNMENT COMPUTER RESOURCES WITHOUT SPECIFIC AUTHORIZATION.

3.7 ASSISTANCE AND PROBLEM REPORTING.

Obtain assistance by contacting the Customer Assistance Office (CAO) at the appropriate ANSOC, unless instructed to report to an intermediate source first. Report problems using the procedures described in the Configuration Control Manual, AISM 25-P6A-AVM-AIX-CCM. Use DA Form 5005-R, "Engineering Change Proposal-Software (ECP-S)" to report the problem and submit it to the appropriate ANSOC. You may report the problems on the Fort Huachuca hot line DSN – 879-6798/6858 or on commercial line 1-800-305-3036.

4 INSTALLATION SETUP

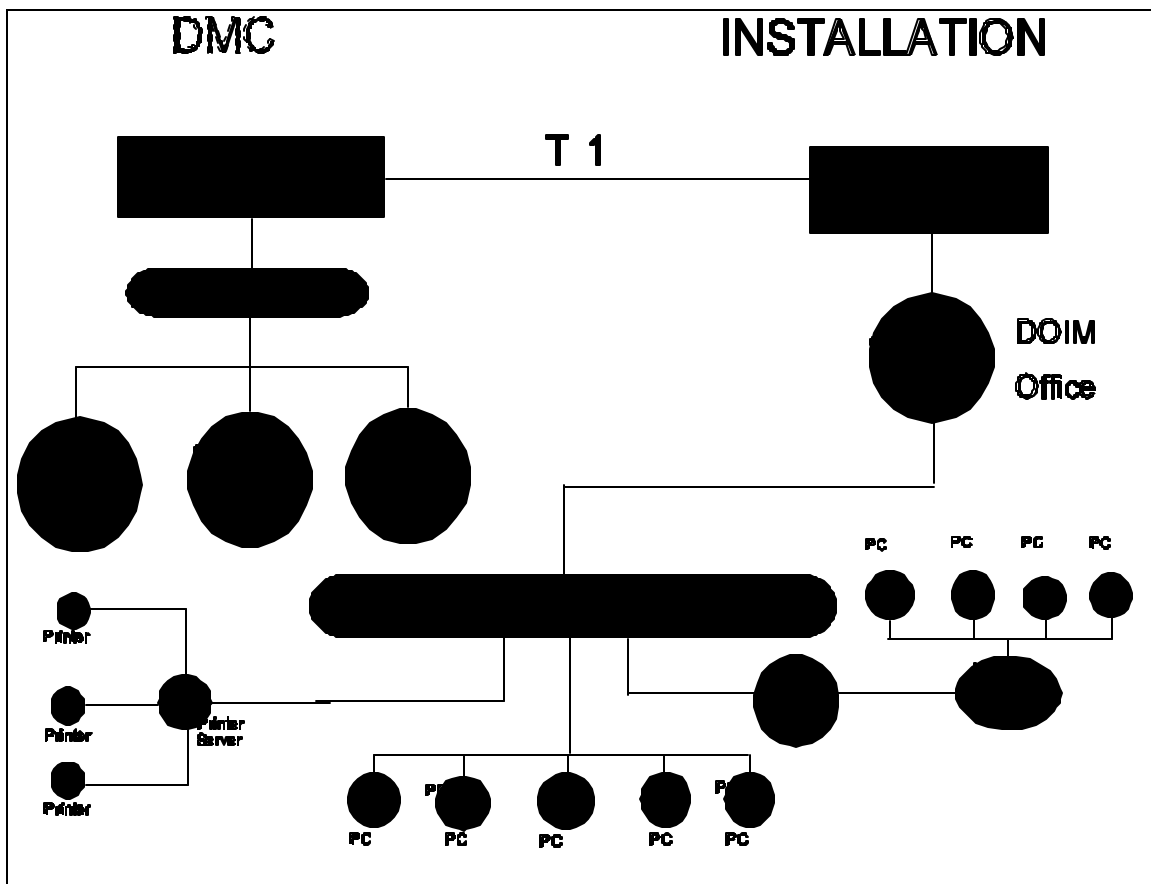
4.1 PROCESSING OVERVIEW.

After logging in, users access DAMIS via statements in their shell profiles - the file “.profile”. The command file “.setupISM”, (in the user’s home directory), is activated from this shell profile, which controls how DAMIS will be executed from that point on. After environment variables are set, the DAMIS main program “damis_prg” is executed in the DAMIS home directory. When a menu selection is made that activates another program, the current program is suspended and the other program begins.

After each program is terminated, (by pressing <F6>), the suspended program resumes. After the final program terminates, the exit statement in the user’s shell is executed and the user is logged out. Any number of users can access DAMIS simultaneously, subject to limitations of the host system’s resources, including the RDBMS. For details on installing DAMIS, refer to the DAMIS Software Installation Plan (SIP) manual.

4.2 COMMUNICATIONS OVERVIEW

Figure 4.2-1. Communications Overview



The communications network involved within a typical system is shown in the chart in Figure 4.2-1.

4.3 SECURITY.

The ISM Security Support Plan (SSP), in accordance with AR 380-19, “Information Systems Security (ISS)”, DOD 5200.28-STD and “DOD Trusted Computer System Evaluation Criteria” (TCSEC), categorizes the information processed by DAMIS as unclassified sensitive-two (US-2). This means that DAMIS processes unclassified information that must be protected primarily to ensure its availability or integrity. Passwords and access to information in the DAMIS system, and reports produced by it, must

be protected against improper or accidental disclosure.

Each user is issued a unique login name and password. All access privileges and other authorization elements are associated with the login name. This information is maintained in a login profile for each user, which must not be printed or disclosed.

User identity and authorization to access the information and functions delineated in the login profile are authenticated by the password. User requests for use of an access privilege are automatically denied unless, the user has been granted, that specific access privilege by the FA. Users can be granted access to all the information they are entitled to, (by virtue of formal access approval), and no more.

4.3.1 Physical Safeguards.

Section IV of AR 380-19 specifies physical security objectives and safeguards. At a minimum, equipment will be protected as follows:

- a. Systems that have unclassified files on non-removable media should be in a locked office or building during non-duty hours, or otherwise secured to prevent loss or damage.
- b. Users will log off the computer whenever they leave the area.

4.3.2 Database Access.

Access to view or change DAMIS data is restricted to users who have at least “connect” permission to the SADB and the ILIDB. Only, persons having DBA permission authority can grant any level of permission, such as “connect”, “resource”, or “DBA”, to other users, so access to these user accounts must be strictly controlled.

4.3.3 Installation-Specific applications Menu.

You can configure the Installation-Specific Applications Menu to make any program available, at the discretion of the DAMIS FA. You must exercise caution in choosing what programs to make available via this menu to the users will have access to it. There is a risk to the security of other systems on the same host as DAMIS, depending on the specific programs installed.

4.3.4 Beginning DAMIS Processing.

After successfully logging-in to DAMIS via the ISM computer, you are ready to begin processing. Upon accessing DAMIS, a start-up ‘warning’ screen will appear.

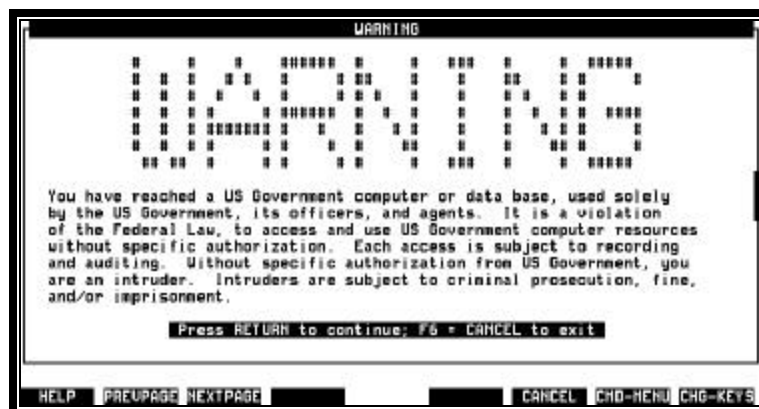


Figure 4.3-1. Federal Warning Screen

- a. To continue, press **<Enter>**. Then, follow the instructions supplied in Section 5, Description of Runs.
- b. To cancel and return to the **{Login:}** prompt, press **<F6>**. Then, follow the

appropriate procedure for disconnecting from the ISM computer.

5 DESCRIPTION OF RUNS.

This section describes DAMIS functional administration procedures. For software user procedures, including ad hoc query, refer to DAMIS SUM. For installation procedures, refer to the DAMIS SIP manual. The security profile for each DAMIS user, that is set by the DAMIS administrator, determines which functional areas and procedures a user has access. This does not normally include administrative or initialization functions. The DAMIS administrator has access to all functional areas and procedures.

5.1 RUN INVENTORY.

DAMIS administrative procedures are listed below by items that are being acted. The menu path after each procedure indicates the DAMIS menu path needed to perform the procedure. For information on how to perform procedures, refer to section 1.4.2, Procedural Conventions. For an overall view of all DAMIS functions, refer to Figure 3.4-1, DAMIS Hierarchy Diagram.

<u>Procedure Title</u>	<u>Path(s)</u>
Telephone Support	5,1
Add/Change ECP/PR	5,3,1 and 6,1
Delete ECP/PR	5,3,2 and 6,2
Submit, ECP-S	5,3,3 and 6,3
ISM Data Sheet	5,4
User, Add/Change DAMIS	7,1,1
User, Delete DAMIS	7,1,2
Administrator, Add Alternate	7,1,3
Print User Profile Report	7,1,4
Update ISM Transfer File	7,1,5
Menu Entries, Add/Change	7,3,1
Menu Entries, Delete	7,3,2
Printer, Application, Add/Change	7,4,1
Printer, Application, Delete	7,4,2
Historical Data, Purge all	7,5,1
Backup, Perform Complete DAMIS-FS	7,5,2
Backup, Perform Incremental DAMIS-FS	7,5,3
DAMIS-FS Data, Restore	7,5,4
Short Name, Query for Valid Codes	7,5,5
Individual ID Correction	7,6
Individual ID, Correct to Match Military Urinalysis Custody Document	7,6,1
Individual ID, Correct to Match Civilian Urinalysis Custody Document	7,6,2
Individual ID, Correct Within Patient Services	7,6,3
Individual ID, Correct Date Within Patient Services	7,6,4
Individual ID, Military Urinalysis Custody Document	7,6,5
Individual ID, Civilian Urinalysis Custody Document	7,6,6
Urinalysis Data, Military, Delete Erroneous	7,7,1
Urinalysis Data, Civilian, Delete Erroneous	7,7,2
Individual Patient Services Data, Delete Erroneous	7,7,3
Patient Intake/Screening Data, Delete Erroneous	7,7,4
Patient Progress Report Date, Delete Erroneous	7,7,5
Print Deletion Audit Report	7,7,6
Select Elements to Show	7,8,1
Add/Change Elements Comments	7,8,2

After entering the DAMIS system, the "Master Menu" will appear. This is the menu from which you can access all other menus and screens.

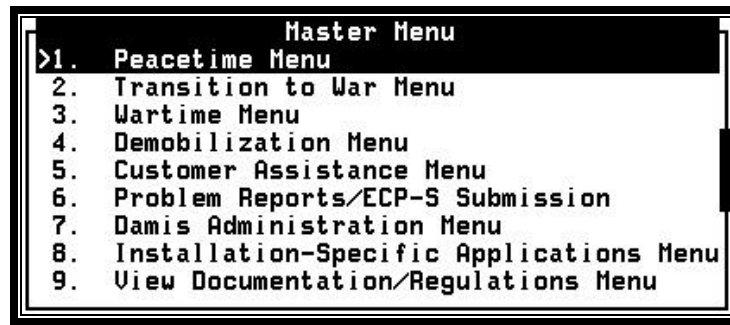


Figure 5.1-1. Master Menu

The “Peacetime Menu” contains the majority of user procedures. For administration procedures, refer to section 5.7, “DAMIS Administration Menu”, and section 5.8, “Installation-Specific Applications Menu”.

5.2 BACKUP AND RESTORE PROCEDURES.

Both the DAMIS permanent files and database should be backed up as part of a daily (or more often) routine. This will help ensure continuity of operations if the system fails. A complete backup of DAMIS must be adequate to resume operations on the same or a similarly equipped machine within a few hours.

Similarly equipped means that the operating system, utilities, and RDBMS are installed and that the machines share the same hardware instruction set. There is no backup utility within DAMIS. Section 7 shows a sample script to perform a backup.

5.3 DIAGNOSTIC PROCEDURES.

DAMIS does not have any diagnostic procedures.

5.4 ERROR MESSAGES.

DAMIS is an interactive system. If you make an error in entering information into a field, an explanatory message appears. This message describes the error and provides corrective procedures. DAMIS does not use numeric codes unless the error has occurred at the system level or in the operation of the RDBMS. In any case, whenever an error code appears, an explanatory message will also appear along with it.

5.5 CUSTOMER ASSISTANCE MENU.

This menu allows you to access the screens used for obtaining assistance by telephone, by message, for reporting a problem, and for obtaining DAMIS ISM data. Selection of this menu from the “Master Menu” will display the following menu.



Figure 5.5-1. Customer Assistance Menu

5.5.1 Telephonic.

This option allows you to obtain assistance by calling the ISM Customer Assistance Office (CAO). You can contact this office 24 hours per day seven (7) days per week. When you select this option from the “Customer Assistance Menu”, the following screen will appear:


```

Telephonic Support
For Telephonic Assistance Dial < DSN 879-6798/6858/2572
                                < Comm (520)538-6798/6858/2572
                                or 1-800-305-3036
                                Fax < DSN 879-6809 < Comm (520)538-6809
Be prepared to provide the following information:
- Name of ISM (e.g. DENTRAD, TRANSPRC, EDMIS, DAMIS ...)
- Software Developer (if Known)
- Person Calling      *name
                      *Address (normal mail)
                      *E-mail Address
                      *Phone Number (Commercial/DSN)
- Organization (Office Symbol)
- ADS CODE      - SIC Code      - DPI Code
- Content of Inquiry or Comments

For specific information on any of the above, select ISM Data Sheet from
the Customer Assistance Menu.

RETURN to continue

```

Figure 5.5-2. Telephonic

Please have the requested information available before the user places the telephone call. The information required appears on the screen above. For a more specific information, select “ISM Data Sheet” menu option.

5.5.2 Message.

This option allows you to record conversations or notes. You can send messages created through this module to selected addresses in electronic or in hard copy form, depending on interfaces available to the installation. This menu item is reserved for future development.

5.5.3 Problem Report (PR).

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. To get the information you need to report a problem with CIF, select menu item #3 and press <Enter>. The following screen will appear.

```

Problem Report/ECP-S Menu
>1. Add/Change Problem Report/ECP-S
2. View Problem Report/ECP-S
3. Delete Problem Report/ECP-S
4. Submit Problem Report/ECP-S

```

Figure 5.5-3. Problem Report

5.5.3.1 Add/Change Problem Report/ECP-S.

Refer to paragraph 5.6.1 for more details.

5.5.3.2 View Problem Report/ECP-S.

Refer to paragraph 5.6.1.7 for more details.

5.5.3.3 Delete Problem Report/ECP-S.

Refer to paragraph 5.6.1.8 for more details.

5.5.3.4 Submit Problem Report/ECP-S.

Refer to paragraph 5.6.1.9 for more details.

5.5.3.5 ISM Data Sheet.

Use this procedure to display a fact sheet of information about DAMIS. The “ISM Data Sheet” screen allows you to obtain information on the DAMIS ISM. To obtain DAMIS ISM data, select this option from the “Customer Assistance Menu”, and press <Enter>. The “ISM Data Sheet” will appear in two screens as shown.

```

DAMIS ISM Data Sheet (Page 1 of 2)

1. ADS Code: P6A
2. SIC Code: AVH
3. IIM Process Supported: 19.8
  (Provide Administration Services)
4. ISM Functional Proponent: DM, OCSA
5. ISM SAFF: DDISC4
6. ASD: SOC-U
7. SOC: SOC-U

RETURN = NEXT PAGE; F6 = CANCEL
  
```

Figure 5.5-4. ISM Data Sheet

Press <F3> to view the next page or <Enter> to resume the application.

```

DAMIS ISM Data Sheet (Page 2 of 2)

8. General: This ISM is designed to satisfy two primary objectives.

1. Provide automated support for field level tracking and management
of the identification and rehabilitation of alcohol and other drug
abusers; and

2. Provide installation commanders and DOD (Department of Defense)
policy makers with statistical information on alcohol and other drug
abuse in the Army and the effectiveness of the ADAPCPs (Alcohol and
Drug Abuse Prevention and Control Programs).

RETURN to continue
  
```

5.6 PROBLEM REPORTS/ECP-S SUBMISSION

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. When you select this menu from the “Master Menu”, the system displays the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S). In this option you can add a new ECP or PR or change one that is currently on the system. If the ECP-S has already been submitted then you will not be able to change it. Selection of this option from the “Master Menu” will display the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S).

```

Problem Report/ECP-S Menu
>1. Add/Change Problem Report/ECP-S
2. View Problem Report/ECP-S
3. Delete Problem Report/ECP-S
4. Submit Problem Report/ECP-S
  
```

Figure 5.6-1. Problem Reports/ECP-S Submission Menu

5.6.1 Add/Change Problem Report/ECP-S.

Selection of this option from “Problem Report/ECP-S Menu” will present the following screen.

ECP-S (DA5005-R) (Page 1 of 4)

Originator Number: LA2-A150-144 Type of Report: ECP-S

To: _____ From: _____

ATTN: _____

Point of Contact: _____ Telephone: _____

Title: _____

Priority: _____

Application/Version: _____

Executive SW Baseline/Version: _____

Problem Date: _____

Job/Cycle/Program ID: _____

Title of Problem/Change: _____

F3 = SAVE to continue; F6 = CANCEL

Figure 5.6-2. ECP-S - DA Form 5005-R (Page 1 of 4)

Use this form to enter the information to generate a DA Form 5005-R (ECP-S) for this ISM. You can then forward this printed form to the appropriate office for consideration.

You assign an originator number, comprising of AIS and Data Processing Installation (DPI) codes and an ECP or PR sequence number for tracking and identification of reports. Pressing <F2> from the **Originator Number** field will display a list of reports previously generated that you can select to modify.

<u>Field</u>	<u>Description</u>
Originator Number:	Enter 11 position number constructed as follows: Positions 1-3: AIS code. Use this 'three position' code to identify the system. You can find this on the ISM data sheet from the "Customer Assistance" option on the "Master Menu". Positions 4-7: DPI code. Use this 'four position' code to identify the installation submitting the DA Form 5005-R. Contact DOIM ISM Administrator for this code. Positions 8-11: Sequence Number. Use this four position all numeric code with the other two codes to uniquely identify the problem or ECP being reported on this DA Form 5005-R.
Type of Report:	Enter the type of report or press <F2> for choices. Select either ECP-S or Problem Report. See your FA for instructions on what constitutes a PR or ECP-S.
From:	Enter the unit name; Installation name; and name of person reporting. Enter "D" for Defense Switched Network (DSN). Commercial telephone numbers should include the area code. Example: "Fort Lewis, Ms. Sullivan, XXX- 357-6495."
To:	Enter the name of the organization where you want this ECP-S to be sent.
ATTN:	Enter the name of the person to whose attention you wish the form directed. Example: "Mr. Sam Wilson." The maximum length is 26 characters.
Point of Contact:	Enter the name of the Point of Contact (POC). The maximum length is 20 characters.
Telephone:	Enter the telephone number of the POC.

Title: Enter the title of the POC. The maximum length is 20 characters.

Priority: Enter the Priority of the report, or press <F2> for choices. The maximum length is 9 characters.

Application/Version: Enter the name of the application and the version number. Example: "DAMIS/10.00"

Executive SW Baseline/Version: Enter the user's Executive Software baseline. Example: P6A-10.0. The maximum length is 20 characters.

Problem Date: Enter the date the problem was detected in to the field in an accepted date format. You may enter "today" for the current date.

Job/Cycle/Program ID: Enter the name or number of the problem job, cycle, and program. The number of characters available on both lines is 66.

Title of Problem/Change: Enter a short description of the problem. Example: "Unit funds are incorrect." The number of characters available on both lines is 66.

Note: If you move the cursor back up to the Originator Number, you will lose all of the changes that you entered on this screen. This happens when the program attempts to find your new ECP-S item. To avoid this, do not press <Enter> on the last field of the form.

Once you enter the required data in this screen, press <F3> to continue to the second page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

ECP-S (DA5005-R) (Page 2 of 4)

Originator Number: LA2-A150-144

Description of Problem/Change:

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

ECP-S - DA Form 5005-R (Page 2 of 4)

This is page two of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

<u>Field</u>	<u>Description</u>
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Description of Problem/Change:	Enter a brief narrative describing the problem in sufficient detail to permit ready identification and evaluation. Include a list of supporting documentation available for research by SD. Example: "Balance for Unit Fund was correct. However, most financial statements for unit fund after year end are incorrect." The number of characters available is 960.

Once you enter the required data on the previous screen, press <F3> to continue to the third page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

```

ECP-S (DA5005-R)                                (Page 3 of 4)
Originator Number: LA2-A150-144
Effect on User:
____
____
____
____
____
____
____
____
____
____
Recommended Solution/Justification:
____
____
____
____
____
____
____
____
____
____
F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

```

ECP-S - DA Form 5005-R (Page 3 of 4)

This is page three of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Effect on User:	Enter a description of how the problem impacts on the user. Example: "Incorrect reports causing excessive expenditures of resources and lost time." The number of characters available is 420.
Recommended Solution/ Justification:	Enter a brief description of the recommended solution for problem and its justification. The number of characters available is 480.

After you complete entering information on the prior screen, press **<F3>** to continue to the fourth screen of the report or press **<F6>** to cancel. To return to previous page, press **<F8/F4>**. Pressing **<F3>** will display the following screen.

[illegible]

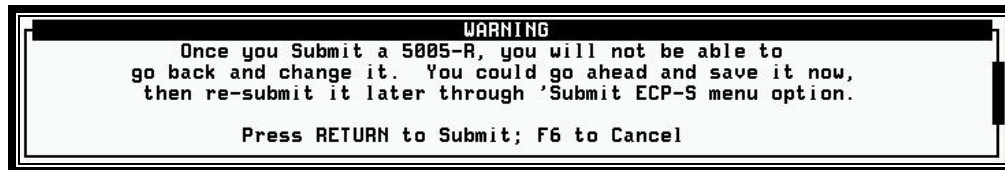
ECP-S - DA Form 5005-R (Page 4 of 4)

<u>Field</u>	<u>Description</u>
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Remarks:	Enter relevant remarks concerning the problem and its solution. The

number of characters available is 900.

Processing options from screen 4 are as follows:

- SAVE: When you complete the problem report, press <F3> to save it.
- CANCEL: If you decide to cancel the problem report, press <F6>.
- PREV PAGE: To return to the previous page, press <F8/F4>.
- TRANSMIT: If you are ready to transmit the report, press <F8/F3>. This will present the following warning screen before transmitting.



Press <Enter> to submit or <F6> to cancel the transmission request.

PRINT: To produce a printed copy of the report, press <F8/F1>.

5.6.1.1 Control Inputs.

To fill out an ECP-S, you require the originator number (a unique ECP-S identifier used to track and recall an ECP-S) and problem report date. The originator number, which is supplied to the user when filling out the ECP-S form, is composed of-

- ? an AIS code
- ? an unique site identifier
- ? a site sequence number

Environment variables, which are set and exported in the "strtusrISM" command file in the DAMIS runtime directory, control the following parameters:

- ? Site sequence number that is generated and incremented automatically.
- ? AISCODE, the identifying code assigned to DAMIS AIS
- ? DPI Code, a unique four-digit site identifier that is preset in DAMIS at installation time
- ? ECPDIR, indicates the path where the ECP-S input and output files are stored
- ? ECPDB is the ISM identifier (DAMIS).

The environment variables allow this procedure to be used with various ISM at different sites without changing the procedure itself.

5.6.1.2 Management Information.

Use the ECP-S Originator Number for tracking and later recall of the ECP-S from the STARS. The system keeps the sequence number portion of this number [as an American Standard Code for Information Interchange (ASCII) string] in a file in the ECPDIR directory that has the suffix ".count". The filename is the concatenation of the ISM AIS Code and the local DPI code. The DAMIS screen banner includes the software version number, requested on the DA Form 5005-R.

5.6.1.3 Input/Output Files.

Data entered into each of the four screens for the electronic DA Form 5005-R are stored in ASCII text files named after the Originator Number with a screen sequence number (1, 2, 3 or 4) appended. A directory named by the ECPDIR variable keeps these files.

5.6.1.4 Output Reports.

If a LaserPro Express printer is available and has been configured for use as a laser printer with DAMIS (refer to Procedure 7,4,1) the print option will print a facsimile of the DA Form 5005-R, with the information entered. Otherwise, it will print an approximation to the DA Form 5005-R using ASCII characters. If you choose the electronic mail transmission option, the ASCII version is included as the text of a message with "DA Form 5005-R (ECP-S)" and the current date as the subject. The message can be directed to any addressee accessible from the DAMIS host. The size of the output is about two pages.

5.6.1.5 Reproduced Output Reports.

You should keep copies or originals of ECP-S(s) in an ECP-S notebook until processed. Local procedure may dictate how many copies should be made for distribution and tracking.

5.6.1.6 Restart/Recovery Procedures.

There are no special restart or recovery procedures in case of a system failure. The system stores ECP-S data in permanent files as it processes and saves each screen.

5.6.1.7 View Problem Report/ECP-S.

This option allows you to view an ECP or PR currently existing on the system. Selecting this option from the "Problem Report/ECP-S Menu" shows the following screen.

```
View ECP-S (DA5005-R) (Page 1 of 4)
*VIEWING RECORD*
Originator Number: P01-A15N- Type of Report:
To: From:
ATTN:
Point of Contact: Telephone:
Title:
Priority:
Application/Version:
Executive SU Baseline/Version:
Problem Date:
Job/Cycle/Program ID:
Title of Problem/Change:
F3 = SAVE to continue; F6 = CANCEL
```

View – ECP-S-DA Form 5005-R (Page 1 of 4)

Enter three characters to complete the Originator Number field for the ECP or PR you wish to view. You can press <F2> to view a list of the currently existing ECPs and PRs.

Press <F3> to view the next page or <F6> to cancel.

```

View ECP-S (DA5005-R)          (Page 2 of 4)
Originator Number: LA2-M350-019
Description of Problem/Change:
training Donna

```

ECP-S-DA Form 5005-R (Page 2 of 4)

Press **<F3>** to view the next page or **<F6>** to cancel.

```

View ECP-S (DA5005-R)          (Page 3 of 4)
Originator Number: LA2-M350-019
Effect on User:
Donna need to know

Recommended Solution/Justification:
help Donna

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

```

ECP-S- DA Form 5005-R (Page 3 of 4)

Press **<F3>** to view the next page or **<F6>** to cancel.


```

View ECP-S (DA5005-R)          (Page 4 of 4)
Originator Number: LA2-M350-020
Remarks:

```

ECP-S- DA Form 5005-R (Page 4 of 4)

The bottom of the screen shows several options from which to select. Pressing **<F3>** returns you to the “Problem Report/ECP-S Menu.

5.6.1.8 Delete Problem Report/ECP-S.

This option will allow you to delete an ECP or PR that is currently on the system. Selection of this option from “Add/Change/Delete ECP/PR Menu” will present the following screen.

```

ECP-S (DA5005-R)                                (Page 1 of 4)
*                                     *
Originator Number: LA2-A150-144   Type of Report: ECP-S
To: _____ From: _____
ATTN: _____
Point of Contact: _____ Telephone: _____
Title: _____
Priority: _____
Application/Version: _____
Executive SW Baseline/Version: _____
Problem Date: _____

Job/Cycle/Program ID: _____

Title of Problem/Change: _____

F3 = SAVE to continue; F6 = CANCEL

```

Figure 5.6-3. Delete - ECP-S - DA Form 5005-R (Page 1 of 4)

Press <F3> to view the next page or <F6> to cancel.

ECP-S (DA5005-R) (Page 2 of 4)

Originator Number: LA2-A150-144

Description of Problem/Change:

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

ECP-S - DA Form 5005-R (Page 2 of 4)

Press **<F3>** to view the next page or **<F6>** to cancel.

```

ECP-S (DA5005-R)                                (Page 3 of 4)
Originator Number: LA2-A150-144
Effect on User:
____
____
____
____
____
____
____
____
____
____
Recommended Solution/Justification:
____
____
____
____
____
____
____
____
____
____
F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

```

ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```

Delete ECP-S (DA5005-R)      (Page 4 of 4)
Originator Number: LA2-M350-020
Remarks:

```

ECP-S - DA Form 5005-R (Page 4 of 4)

Pressing <F3> will take you to the delete confirmation screen as shown.

```

DELETE ECP-S/PROBLEM REPORT

Item(s) selected will be permanently removed from the database

Do you wish to delete the item(s) selected? _

F3 = SAVE to commit work; F6 = CANCEL

```

Enter <Y> for Yes or <N> for No and press <F3> to commit work. Pressing <F6> will cancel the delete request.

5.6.1.9 Submit Problem Report/ECP-S.

This option will allow you to submit an ECP-S to the Status Tracking and Reporting System (STARS) that has already been created through the Add/Change ECP/PR procedure. Selection of this option from “Add/Change/Delete ECP/PR Menu” will present the following screen.

```

Submit ECP-S Menu
-----
Origin      Version    Priority   Modified   Submit
-----
                                                   
F2 = MARK; RETURN to Submit; F6 = Cancel

```

Figure 5.6-4. Submit ECP/PR

This menu contains all of the ECP-S currently on the system. If the DA Form 5005-R has already been submitted then an ‘Y’ will appear in the far right column. You cannot re-submit a DA Form 5005-R. To submit a DA Form 5005-R that has not yet been submitted, highlight the ECP-S and mark it by pressing <F2>. Press <Enter> to submit or <F6> to cancel the request. Once you submit a DA Form 5005-R, it will remain on the system for one week before you can delete it off the system. If you have marked an ECP-S that has already been submitted and pressed <Enter>, then the system will display the following error message.

```

ERROR
-----
The ECP LA2-S113-136 has already been submitted on 1997/12/23.

RETURN to continue

```

5.6.1.10 View Status of Problem Reports/ECP-S.

Selection of option #01 from the “Main Menu” will display the following screen.

```

Menu is: Menu_1A
Menu Selections followed by the PLUS Symbol are not active...
Please make a two digit selection unless entering Q or M....
Example: 06
01) Application Software Standard Reports Menu
02) Executive Software Standard Report Menu
Q) Exit Bulletin Board
M) Return to Main Menu
Enter Selection >

```

Figure 5.6-5. View Status of Problem Reports/ECP-S

Enter your selection and press **<Enter>**. This will take you to another sub-menu for further processing.

5.6.1.11 Application Software Standard Reports Menu.

Selection of option #01 from "Menu_1A" will display the following screen.

```
Menu is: Menu_1B
Menu Selections followed by the PLUS Symbol are not active...
Please make a two digit selection unless entering Q or M...
Example: 06
01) All Open ECP-S by DPI Code
02) All Closed ECP-S by DPI Code
03) All Canceled ECP-S by DPI Code
04) All Open PRs by DPI Code
05) All Closed PRs by DPI Code
06) All Canceled PRs by DPI Code
Q) Exit Bulletin Board
M) Return to Main Menu
Enter Selection >
```

Figure 5.6-6. Application Software Standard Reports Menu

Enter your selection and press **<Enter>**. This will take you to another sub-menu for further processing.

5.6.1.12 Open ECP-S by DPI Code.

Selection of option #01 from "Menu_1B" will display following screen.

```
Your selection should correspond to the appropriate DPI Code
in the following list.
Example: 25
01) - Fort Bragg, NC          S300
02) - Fort Stewart, GA       S113
03) - Fort Carson, CO         S431
04) - Fort McNair, DC        V056
05) - US Military Academy     L200
06) - Rock Island Arsenal, IL 4B00
07) - Redstone Arsenal, AL    U134
08) - Anniston Army Depot, AL 2A00
09) - Fort Gordon, GA        R108
10) - Fort Sill, OK           R302
11) - Fort Lee, VA            R104
12) - Fort Meade, MD          S580
13) - Fort Hood, TX           S460
14) - Fort Lewis, WA          S600
15) - Fort Monroe, VA         R031
16) - Fort Campbell, KY       S370
17) - Fort Bliss, TX          R303
18) - Fort Riley, KS          S650
19) - Fort Polk, LA           S108
20) - Fort Drum, NY           S140
--More-- (50%) [Hit space to continue, Del to abort]
```

Enter your selection of DPI code and press **<Enter>**. A screen similar to the following screen will appear.

```

                TITLE: Open ECP-S by DPI Code
Remember the ECP/PR number to enter for display..
The list of available ECP-S/PRs is as follows:
P01-S580-043
: Assigned : Assigned : FP-ISM : FP-ISM
P05-S580-002
: Assigned : Assigned : FP-ISM : FP-ISM
P09-S580-002
: Assigned : Assigned : FP-ISM : FP-ISM
P5B-S580-001
: Assigned : Assigned : FP-ISM : FP-ISM
P5B-S580-007
: Assigned : Assigned : FP-ISM : FP-ISM
P5B-S580-008
: Assigned : Assigned : FP-ISM : FP-ISM
Enter the last 4 or 5 characters of the Open ECP-S by DPI Code or Q to quit
Select >

```

Enter the originator number of the open ECP-S and press **<Enter>**. The following screen will appear.

```

TITLE: Open ECP-S by DPI Code
FILE: P05-S580-002
ORIGINATOR NO.          TITLE
| SUGGESTION
Closed Date:
PROBLEM DESCRIPTION: THE SGLV CURRENTLY PROVIDE WITNESS DATA.
SOLUTION: PROVIDE WITNESS DATA FOR DD FORM 93.
STATUS: Assigned | ASSIGNED TO: FP-ISM
POC NAME: MS TOLLIVER | POC PHONE: 923 2026
CHANGE PACKAGE NUMBER: | APPLICATION/VERSION: RUU/R 6.04
Enter Return to continue or Q to quit>

```

Figure 5.6-7. Open ECP-S by DPI Code

Press **<Enter>** to continue or **<q>** to quit from this menu.

5.6.1.13 Closed ECP-S by DPI Code.

If you select option #02 from the “Menu_1B”, then the following screen will appear.

```

Your selection should correspond to the appropriate DPI Code
in the following list.
Example: 25
01) - Fort Bragg, NC          S300
02) - Fort Stewart, GA       S113
03) - Fort Carson, CO        S431
04) - Fort McNair, DC        V056
05) - US Military Academy     L200
06) - Rock Island Arsenal, IL 4B00
07) - Redstone Arsenal, AL    U134
08) - Anniston Army Depot, AL 2A00
09) - Fort Gordon, GA        R108
10) - Fort Sill, OK          R302
11) - Fort Lee, VA           R104
12) - Fort Meade, MD         S580
13) - Fort Hood, TX          S460
14) - Fort Lewis, WA         S600
15) - Fort Monroe, VA        R031
16) - Fort Campbell, KY      S370
17) - Fort Bliss, TX         R303
18) - Fort Riley, KS         S650
19) - Fort Polk, LA          S108
20) - Fort Drum, NY          S140
--More-- (50%) [Hit space to continue, Del to abort]

```

Enter your selection of DPI code and press **<Enter>**. A screen similar to the following screen will appear.


```

                TITLE: Closed ECP-S by DPI Code
Remember the ECP/PR number to enter for display..
The list of available ECP-S/PRs is as follows:
P01-S580-025
: Closed/QA Passed : Closed/QA Passed : :
P01-S580-026
: Closed/QA Passed : Closed/QA Passed : :
P01-S580-027
: Closed/QA Passed : Closed/QA Passed : :
P01-S580-028
: Closed/QA Passed : Closed/QA Passed : :
P01-S580-041
: Closed/QA Passed : Closed/QA Passed : :
P01-S580-042
: Closed/QA Passed : Closed/QA Passed : :
P5B-S580-003
: Closed/QA Passed : Closed/QA Passed : DBA : DBA
Enter the last 4 or 5 characters of the Closed ECP-S by DPI Code or Q to quit
Select >

```

Enter the originator number of the closed ECP-S and press **<Enter>**. A screen similar to the following screen will appear.

```

TITLE: Closed ECP-S by DPI Code
FILE: P01-S580-025
ORIGINATOR NO.          TITLE
| Schools with Different TA Caps
Closed Date:
PROBLEM DESCRIPTION: The Fort Meade ED Ctr provides TA for soldiers
in Maryland (MD) and West Virginia (WV). The cap for MD is $43.50 and $60.00
for WV students. EDMIS only supports one cap entry in the DA 2171 data
modification menu, under college maintenance.
SOLUTION: Recommend adding an additional field in the college
defaultot data menu, where a cap amount may be entered for a school, that
would override the cap in the DA 2171 data modification menu.
STATUS: Closed/QA Passed | ASSIGNED TO:
POC NAME: Mike Murray | POC PHONE: 923-6421
CHANGE PACKAGE NUMBER: P01-05-00 | APPLICATION/VERSION: EDMIS 4.0101
Enter Return to continue or Q to quit>

```

Figure 5.6-8. Closed ECP-S by DPI Code

Press **<Enter>** to continue or **<q>** to quit from this menu.

5.6.1.14 Canceled ECP-S by DPI Code.

If you select option #03 from the “Menu_1B”, then the following screen will appear.

```

Your selection should correspond to the appropriate DPI Code
in the following list.
Example: 25
01) - Fort Bragg, NC          S300
02) - Fort Stewart, GA       S113
03) - Fort Carson, CO        S431
04) - Fort McNair, DC        V056
05) - US Military Academy    L200
06) - Rock Island Arsenal, IL 4B00
07) - Redstone Arsenal, AL    U134
08) - Anniston Army Depot, AL 2A00
09) - Fort Gordon, GA        R108
10) - Fort Sill, OK          R302
11) - Fort Lee, VA           R104
12) - Fort Meade, MD         S580
13) - Fort Hood, TX          S460
14) - Fort Lewis, WA         S600
15) - Fort Monroe, VA        R031
16) - Fort Campbell, KY      S370
17) - Fort Bliss, TX         R303
18) - Fort Riley, KS         S650
19) - Fort Polk, LA          S108
20) - Fort Drum, NY          S140
--More-- (50%) [Hit space to continue, Del to abort]

```

Enter your selection of DPI code and press **<Enter>**. A screen similar to the following screen will

appear.

```

      TITLE: Canceled ECP-S by DPI Code
Remember the ECP/PR number to enter for display..
The list of available ECP-S/PRs is as follows:
Enter the last 4 or 5 characters of the Canceled ECP-S by DPI Code or Q to quit
Select >

```

Figure 5.6-9. Canceled ECP-S by DPI Code

Enter the originator number of the canceled ECP-S and press **<Enter>**. A screen similar to the closed ECP-S by DPI code will appear. Press **<Enter>** to continue or **<q>** to quit from this menu.

5.6.1.15 Open PR by DPI Code.

If you select option #04 from “Menu_1B”, then the following screen will appear.

```

Your selection should correspond to the appropriate DPI Code
in the following list.
Example: 25
01) - Fort Bragg, NC          S300
02) - Fort Stewart, GA       S113
03) - Fort Carson, CO        S431
04) - Fort McNair, DC        V056
05) - US Military Academy    L200
06) - Rock Island Arsenal, IL 4B00
07) - Redstone Arsenal, AL   U134
08) - Anniston Army Depot, AL 2A00
09) - Fort Gordon, GA        R108
10) - Fort Sill, OK          R302
11) - Fort Lee, VA           R104
12) - Fort Meade, MD         S580
13) - Fort Hood, TX          S460
14) - Fort Lewis, WA         S600
15) - Fort Monroe, VA        R031
16) - Fort Campbell, KY      S370
17) - Fort Bliss, TX         R303
18) - Fort Riley, KS         S650
19) - Fort Polk, LA          S108
20) - Fort Drum, NY          S140
--More-- (50%) [Hit space to continue, Del to abort]

```

Enter your selection of DPI code and press **<Enter>**. A screen similar to the following screen will appear.

```

      TITLE: Open PR-S by DPI Code
Remember the ECP/PR number to enter for display..
The list of available ECP-S/PRs is as follows:
P6A-A06A-154
: On-Hold : On-Hold : SDC-W CM ANALYST : SDC-W CM ANALYST
Enter the last 4 or 5 characters of the Open PR-S by DPI Code or Q to quit
Select >

```

Enter the originator number of the open PR and press **<Enter>**. A screen similar to the closed ECP-S by DPI code will appear.

```

TITLE: Open PR-S by DPI Code
FILE: P6A-A06A-154
ORIGINATOR NO.          TITLE
| Send PIR/PPR (not sent to lab) transactions to
Closed Date:
PROBLEM DESCRIPTION: Currently, DAMIS-FS PIR and PPR transactions are
sent to DAMIS-HQ. In the future, these transactions need to be sent to
DAMIS-CS.
SOLUTION: Change the IP address from DAMIS-HQ to the IP address of
DAMIS-CS. This IP address will be provided at a later date.
STATUS: On-Hold | ASSIGNED TO: SDC-W CM ANALYST
POC NAME: Jennifer Brewer | POC PHONE: 620-8728
CHANGE PACKAGE NUMBER: | APPLICATION/VERSION: DAMIS/R6.02
Enter Return to continue or Q to quit>

```

Figure 5.6-10. Open PR by DPI Code

Press **<Enter>** to continue or **<q>** to quit from this menu.

5.6.1.16 Closed PR by DPI Code.

If you select option #05 from the “Menu_1B”, then the following screen will appear.

```

Your selection should correspond to the appropriate DPI Code
in the following list.
Example: 25
01) - Fort Bragg, NC          S300
02) - Fort Stewart, GA       S113
03) - Fort Carson, CO         S431
04) - Fort McNair, DC        V056
05) - US Military Academy     L200
06) - Rock Island Arsenal, IL 4B00
07) - Redstone Arsenal, AL    U134
08) - Anniston Army Depot, AL 2A00
09) - Fort Gordon, GA        R108
10) - Fort Sill, OK           R302
11) - Fort Lee, VA           R104
12) - Fort Meade, MD          S580
13) - Fort Hood, TX           S460
14) - Fort Lewis, WA          S600
15) - Fort Monroe, VA        R031
16) - Fort Campbell, KY       S370
17) - Fort Bliss, TX          R303
18) - Fort Riley, KS          S650
19) - Fort Polk, LA           S108
20) - Fort Drum, NY           S140
--More-- (50%) [Hit space to continue, Del to abort]

```

Enter your selection of DPI code and press **<Enter>**. A screen similar to the following screen will appear.

```

          TITLE: Closed PR-S by DPI Code
Remember the ECP/PR number to enter for display..
The list of available ECP-S/PRs is as follows:
Enter the last 4 or 5 characters of the Closed PR-S by DPI Code or Q to quit
Select >

```

Figure 5.6-11. Closed PR by DPI Code

Enter the originator number of the closed PR and press **<Enter>**. A screen similar to the following screen will appear.


```

TITLE: Closed ECP-S by DPI Code
FILE: P01-S580-025
ORIGINATOR NO.          TITLE
| Schools with Different TA Caps
Closed Date:
PROBLEM DESCRIPTION: The Fort Meade ED Ctr provides TA for soldiers
in Maryland (MD) and West Virginia (WV). The cap for MD is $43.50 and $60.00
for WV students. EDMIS only supports one cap entry in the DA 2171 data
modification menu, under college maintenance.
SOLUTION: Recommend adding an additional field in the college
defaultot data menu, where a cap amount may be entered for a school, that
would override the cap in the DA 2171 data modification menu.
STATUS: Closed/QA Passed | ASSIGNED TO:
POC NAME: Mike Murray | POC PHONE: 923-6421
CHANGE PACKAGE NUMBER: P01-05-00 | APPLICATION/VERSION: EDMIS 4.0101
Enter Return to continue or Q to quit>

```

Press **<Enter>** to continue or **<q>** to quit from this menu.

5.6.1.17 Canceled PR by DPI Code.

If you select option #06 from the “Menu_1B”, then the following screen will appear.

```

Your selection should corespond to the appropriate DPI Code
in the following list.
Example: 25
01) - Fort Bragg, NC          S300
02) - Fort Stewart, GA       S113
03) - Fort Carson, CO        S431
04) - Fort McNair, DC        V056
05) - US Military Academy    L200
06) - Rock Island Arsenal, IL 4B00
07) - Redstone Arsenal, AL   U134
08) - Anniston Army Depot, AL 2A00
09) - Fort Gordon, GA        R108
10) - Fort Sill, OK          R302
11) - Fort Lee, VA           R104
12) - Fort Meade, MD         S580
13) - Fort Hood, TX          S460
14) - Fort Lewis, WA         S600
15) - Fort Monroe, VA        R031
16) - Fort Campbell, KY      S370
17) - Fort Bliss, TX         R303
18) - Fort Riley, KS         S650
19) - Fort Polk, LA          S108
20) - Fort Drum, NY          S140
--More-- (50%) [Hit space to continue, Del to abort]

```

Enter your selection of DPI code and press **<Enter>**. A screen similar to the following screen will appear.

```

                TITLE: Canceled PR-S by DPI Code
Remember the ECP/PR number to enter for display..
The list of available ECP-S/PRs is as follows:
P6A-AD6A-053
: Canceled : Canceled : :
P6A-AD6A-079
: Canceled : Canceled : :
P6A-AD6A-088
: Canceled : Canceled : :
P6A-AD6A-089
: Canceled : Canceled : :
P6A-AD6A-137
: Canceled : Canceled : :
P6A-AD6A-138
: Canceled : Canceled : :
P6A-AD6A-142
: Canceled : Canceled : :
P6A-AD6A-147
: Canceled : Canceled : :
Enter the last 4 or 5 characters of the Canceled PR-S by DPI Code or Q to quit
Select >

```

Enter the originator number of the canceled PR and press **<Enter>**. A screen similar to the following screen will appear.

```

TITLE: Canceled PR-S by DPI Code
FILE: P6A-A06A-053
ORIGINATOR NO.      TITLE
| R15 Tabulations
Closed Date:
PROBLEM DESCRIPTION: The tester found discrepancies
                     between expected quantities and transaction quantities in R15 transactions.
                     The
                     differences are highlighted on the following pages. Included on the
                     following
                     pages are the screens that represent the employees the tester located in the
                     DAMIS-PS database, the DAMIS-PS created transactions, and the tester's
                     expected
                     transactions. Perhaps there are other employees, but the tester could not
                     locate them through his knowledge of the data or through SQL.
SOLUTION: Check the tabulations for the
          quantities in R15 transactions.
STATUS:  Cancelled | ASSIGNED TO:
POC NAME: Killian Norvell | POC PHONE: 264-5555
CHANGE PACKAGE NUMBER:    | APPLICATION/VERSION: DAMIS
Enter Return to continue or Q to quit>

```

Figure 5.6-12. Canceled PR by DPI Code

Press **<Enter>** to continue or **<q>** to quit from this menu.

5.6.1.18 Executive Software Standard Report Menu.

Selection of option #02 from “Menu_1A” will display the following screen.

```

Menu is: Menu_1C
Menu Selections followed by the PLUS Symbol are not active...
Please make a two digit selection unless entering Q or M....
Example: 06
01) All Open ECP-S by AIS Code
02) All Closed ECP-S by AIS Code
03) All Canceled ECP-S by AIS Code
04) All Open PRs by AIS Code
05) All Closed PRs by AIS Code
06) All Canceled PRs by AIS Code
Q) Exit Bulletin Board
M) Return to Main Menu
Enter Selection >

```

Figure 5.6-13. Executive Software Standard Report Menu

Enter your selection and press **<Enter>**. This will take you to a sub-menu for further processing.

```

Menu is: Menu_1C1
Menu Selections followed by the PLUS Symbol are not active...
Please make a two digit selection unless entering Q or M....
Example: 06
01) Executive Software Open ECP-S by specific AIS Code
02) Application Software Open ECP-S by specific AIS Code
Q) Exit Bulletin Board
M) Return to Main Menu
Enter Selection >

```

Enter your selection and press **<Enter>**. This will take you to a sub-menu for further processing.

5.6.1.19 Executive Software Open ECP-S by Specific AIS Code.

Selection of this option from the “Menu_1C1” will display the following screen.

```

Menu is: Menu_1C1A
Menu Selections followed by the PLUS Symbol are not active...
Please make a two digit selection unless entering Q or M....
Example: 06
01) ANSWERBOOK Open ECP-S          X5C
02) BLAST Open ECP-S                X5D
03) RJE SOFTWARE Open ECP-S        X5E
04) LEGATO Open ECP-S              X5F
05) DB EXCELERATOR Open ECP-S      X5H
06) TIVOLI Open ECP-S              X5G
07) PERVIEW Open ECP-S             X5J
08) BSM SECURITY Open ECP-S         X5K
09) ANSI C COMPILER Open ECP-S     X5M
10) DEMAX SECUREMAX Open ECP-S     X5N
11) ONLINE DISKSUITE Open ECP-S    X5P
12) LAT ARMOR-SECURITY Open ECP-S  X5Q
13) SUN OPERATING SYSTEM Open ECP-S Y25
14) SUN UTILITIES Open ECP-S       Z09
15) INFORMIX Open ECP-S            Z11
   Q) Exit Bulletin Board
   M) Return to Main Menu
Enter Selection >

```

Figure 5.6-14. Executive Software Open ECP-S by Specific AIS Code

Enter your selection and press **<Enter>**. The following screen will appear.

```

TITLE: ANSWERBOOK Open ECP-S
Remember the ECF/PR number to enter for display..
The list of available ECP-S/PRs is as follows:
Enter the last 4 or 5 characters of the ANSWERBOOK Open ECP-S or Q to quit
Select >

```

Enter your selection and press **<Enter>**.

5.6.1.20 Application Software Open ECP-S by Specific AIS Code.

Selection of this option from the “Menu_1C1” will display the following screen.

```

Menu is: Menu_1C1B
Menu Selections followed by the PLUS Symbol are not active...
Please make a two digit selection unless entering Q or M....
Example: 06
01) EDMIS Open ECP-S                P01
02) DAMIS Open ECP-S                P6A
03) MASSCHACT Open ECP-S            V3A
04) INPROC Open ECP-S              P09
05) OUTPROC Open ECP-S             P15
06) PERSLOC Open ECP-S             P21
07) TRANSPROC Open ECP-S           P5B
08) RUU II Open ECP-S              P05
09) GLOBAL Open ECP-S              X35
   Q) Exit Bulletin Board
   M) Return to Main Menu
Enter Selection >

```

Figure 5.6-15. Application Software Open ECP-S by Specific AIS Code

Enter your selection and press **<Enter>**.

```

                                TITLE: DAMIS Open ECP-S
Remember the ECP/PR number to enter for display..
The list of available ECP-S/PRs is as follows:
P6A-A06A-012
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-014
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-066
: Assigned : Assigned : DBA : DBA
P6A-A06A-074
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-078
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-097
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-103
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-106
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-131
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-135
: Assigned : Assigned : FP-ISM : FP-ISM
--More-- (36%) [Hit space to continue, Del to abort]

```

Enter your selection and press <Enter>. A screen similar to the following screen will appear.

```

TITLE: DAMIS Open ECP-S
FILE: P6A-S140-005
ORIGINATOR NO.          TITLE
| Times Unavailable For Appointments
Closed Date:
PROBLEM DESCRIPTION: There is no way to block off time when
                    appointments cannot be made for counselors, as a result appointments can be
                    scheduled when the counselor has a meeting/training, etc.
SOLUTION: Add meetings/training to appointment schedule Many of
          these are at set times, for example Clinical Staffing.
STATUS: Assigned | ASSIGNED TO: FP-ISM
POC NAME: Cynthia Cohen | POC PHONE: 315-772-6705
CHANGE PACKAGE NUMBER: | APPLICATION/VERSION: DAMIS/R3.03
Enter Return to continue or Q to quit>

```

5.6.1.21 View Individual Problem Reports/ECP-S.

If you select option #02 from the “Main Menu,” the following screen will appear.

```

Menu is: Menu_2A
Menu Selections followed by the PLUS Symbol are not active...
Please make a two digit selection unless entering Q or M....
Example: 06
01) ISM Application Software
02) Executive Software Baseline
   Q) Exit Bulletin Board
   M) Return to Main Menu
Enter Selection >

```

Figure 5.6-16. View Individual Problem Reports/ECP-S

Enter your selection and press <Enter>.

5.6.1.22 ISM Application Software.

Selection of option #01 from the “Menu_2A” will display the following screen.


```

Menu is: Menu_2A1
Menu Selections followed by the PLUS Symbol are not active...
Please make a two digit selection unless entering Q or M....
Example: 06
01)  EDMIS ECP-S                P01
02)  DAMIS ECP-S                P6A
03)  MASSCHACT ECP-S            V3A
04)  INPROC ECP-S              P09
05)  OUTPROC ECP-S             P15
06)  PERSLOC ECP-S             P21
07)  TRANSPROC II ECP-S        P5B
08)  RUU II ECP-S              P05
09)  GLOBAL ECP-S              X35
    Q) Exit Bulletin Board
    M) Return to Main Menu
Enter Selection >

```

Figure 5.6-17. ISM Application Software

Enter your selection and press **<Enter>**. This will display the following screen.

```

                                TITLE: DAMIS Open ECP-S
Remember the ECP/PR number to enter for display..
The list of available ECP-S/PRs is as follows:
P6A-A06A-012
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-014
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-066
: Assigned : Assigned : DBA   : DBA
P6A-A06A-074
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-078
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-097
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-103
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-106
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-131
: Assigned : Assigned : FP-ISM : FP-ISM
P6A-A06A-135
: Assigned : Assigned : FP-ISM : FP-ISM
--More-- (36%) [Hit space to continue, Del to abort]

```

Enter your selection and press **<Enter>**. A screen similar to the following screen will appear.

```

TITLE: DAMIS Open ECP-S
FILE: P6A-S140-005
Originator Number P6A-S140-005
Title of Problem/Change : Times Unavailable For Appointments
Problem Date : 06/27/94 21:00:00
Closed Date (D/T) :
Priority Level : Routine
Description of Problem/Change : There is no way to block off time when
appointments cannot be made for counselors, as a result appointments can be
scheduled when the counselor has a meeting/training, etc.
Recommended Solution : Add meetings/training to appointment schedule Many of
these are at set times, for example Clinical Staffing.
Status : Assigned
Assigned to : FP-ISM
POC Name : Cynthia Cohen
POC Phone : 315-772-6705
Change Package Number :
Application/Product Name : DAMIS
STARS ID No. : stars-0000000414
Report Type : ECP-S
SEND TO ORG : FP ISM
SEND TO ATTN :
--More-- (32%) [Hit space to continue, Del to abort]

```

Press **<Enter>** to continue or **<q>** to quit from this menu.

5.6.1.23 Executive Software Baseline.

Selection of option #02 from the “Menu_2A” will display the following screen.

```
Menu is: Menu_2A2
Menu Selections followed by the PLUS Symbol are not active...
Please make a two digit selection unless entering Q or M....
Example: 06
01) ANSWERBOOK Open ECP-S          X5C
02) BLAST Open ECP-S              X5D
03) RJE SOFTWARE Open ECP-S       X5E
04) LEGATO Open ECP-S             X5F
05) DB EXCELERATOR Open ECP-S     X5H
06) TIVOLI Open ECP-S             X5G
07) PERVIEW Open ECP-S           X5J
08) BSM SECURITY Open ECP-S       X5K
09) ANSI C COMPILER Open ECP-S    X5M
10) DEMAX SECUREMAX Open ECP-S    X5N
11) ONLINE DISKSUITE Open ECP-S   X5P
12) LAT ARMOR-SECURITY Open ECP-S X5Q
13) SUN OPERATING SYSTEM Open ECP-S Y25
14) SUN UTILITIES Open ECP-S      Z09
15) INFORMIX Open ECP-S           Z11
Q) Exit Bulletin Board
M) Return to Main Menu
Enter Selection >
```

Figure 5.6-18. Executive Software Baseline

Enter your selection and press **<Enter>**. The following screen will appear.

```
TITLE: ANSWERBOOK Open ECP-S
Remember the ECP/PR number to enter for display..
The list of available ECP-S/PRs is as follows:
Enter the last 4 or 5 characters of the ANSWERBOOK Open ECP-S or Q to quit
Select >
```

Enter your selection and press **<Enter>**.

5.6.1.24 View Statistical/Analysis Reports.

If you select option 03 from the main menu, the following screen will appear.

```
Menu is: Menu_5A
Menu Selections followed by the PLUS Symbol are not active...
Please make a two digit selection unless entering Q or M....
Example: 06
01) ISM Application Software Statistical / Analysis Report Menu +
02) Executive Software Statistical / Analysis Reports Menu +
03) Application Software Utilization Report
04) Listing of User Accounts Not Initialized By The FA
05) ISM Network Response Times
06) Listing of ISM Functional Administrators
07) SUN690 DASD Utilization Reports
Q) Exit Bulletin Board
M) Return to Main Menu
Enter Selection >
```

Figure 5.6-19. View Statistical/Analysis Reports

Enter your selection and press **<Enter>**.

5.6.1.25 ISM Application Software Statistical/Analysis Report Menu.

This menu is not active at this time.

5.6.1.26 Executive Software Statistical/Analysis Report Menu.

This menu is not active at this time.

5.6.1.27 Application Software Utilization Report.

Selection of this option from the “Menu_5A”, the following screen will appear.

```

TITLE: User Activity Reports
Remember the FILE NAME to enter for display..
The list of available FILES is as follows:
AMC_Monthly_Mar1          MEDCOM_Week_Feb27_97
AMC_Monthly              MEDCOM_Week_Feb6_97
AMC_Monthly_Apr1_96      MEDCOM_Week_Jan23_97
AMC_Monthly_Apr1_97      MEDCOM_Week_Jan30_97
AMC_Monthly_Aug1_96      MEDCOM_Week_Jul18_97
AMC_Monthly_Aug4_97      MEDCOM_Week_Jul1_97
AMC_Monthly_Dec15_96     MEDCOM_Week_Jul25_97
AMC_Monthly_Dec1_96     MEDCOM_Week_Jul31_97
AMC_Monthly_Dec29_96     MEDCOM_Week_Jul9_97
AMC_Monthly_Feb1_96      MEDCOM_Week_Jun17_97
AMC_Monthly_Feb1_97      MEDCOM_Week_Jun23_97
AMC_Monthly_Jan1_97      MEDCOM_Week_Mar24_97
AMC_Monthly_Jul1_96      MEDCOM_Week_Mar28_97
AMC_Monthly_Jul1_97      MEDCOM_Week_Mar6_97
AMC_Monthly_Jun13_97     MEDCOM_Week_May12_97
AMC_Monthly_Jun1_96      MEDCOM_Week_May19_97
AMC_Monthly_Mar1_96      MEDCOM_Week_May28_97
AMC_Monthly_Mar1_97      MEDCOM_Week_May7_97
AMC_Monthly_May1_96      Monthly_Mar1
AMC_Monthly_May2_97      PACIFICMonthly_Mar1
--More-- (8%) [Hit space to continue, Del to abort]

```

Figure 5.6-20. Application Software Utilization Report

Press **<Enter>** to continue or **<q>** to quit from this menu.

5.6.1.28 Listing of User Accounts Not- Initialized by the FA.

Selection of this option from the “Menu_5A”, the following screen will appear.

```

TITLE: User Accounts Not Initialized By The FA
Remember the FILE NAME to enter for display..
The list of available FILES is as follows:
Anniston      Drum      Leavenworth  Monroe      Rucker      USMA
Belvoir       Hustis    Lee          Myer        SamHouston  Wainwright
Benning       Gordon    Leonardwood  Polk        Schofield   WestPoint
Bliss         Greely    Lewis        Redstone    Shafter     bragg
Bragg         Hood      Lynworth     Richardson  Bill        jackson
Campbell      Huachuca  McCoy        Riley       Stewart
Carlisle      Jackson   McNaair      Ritchie     Story
Carson        Knox      Heade        RockIsland  Tripler
Enter the file name for the User Accounts Not Initialized By The FA or Q to quit
Select >

```

Figure 5.6-21. Listing of User Accounts Not- Initialized by the FA

Enter the user account not initiated by the FA and press **<Enter>** or **<q>** to quit from this menu.

5.6.1.29 ISM Network Response Times.

Selection of this option from the “Menu_5A”, the following screen will appear.

```

TITLE: ITP Network Response Times
Remember the FILE NAME to enter for display..
The list of available FILES is as follows:
CktResApr12  CktResAug23  CktResFeb23  CktResJul7   CktResMar22  CktResNov24
CktResApr14  CktResAug25  CktResFeb9   CktResJun14  CktResMar29  CktResNov3
CktResApr19  CktResAug30  CktResJan12  CktResJun16  CktResMar8   CktResOct13
CktResApr21  CktResAug4   CktResJan19  CktResJun2   CktResMay10  CktResOct20
CktResApr26  CktResAug9   CktResJan26  CktResJun21  CktResMay12  CktResOct6
CktResApr28  CktResDec1   CktResJul12  CktResJun23  CktResMay17  CktResSep1
CktResApr5   CktResDec15  CktResJul14  CktResJun28  CktResMay19  CktResSep15
CktResApr7   CktResDec22  CktResJul19  CktResJun30  CktResMay3   CktResSep22
CktResAug11  CktResDec29  CktResJul21  CktResJun7   CktResMay30  CktResSep8
CktResAug16  CktResDec8   CktResJul26  CktResJun9   CktResMay5
CktResAug18  CktResFeb16  CktResJul28  CktResMar1   CktResNov10
CktResAug2   CktResFeb2   CktResJul5   CktResMar15  CktResNov17
Enter the file name for the ITP Network Response Times or Q to quit
Select >

```

Figure 5.6-22. ISM Network Response Times

Enter the ISM Network response times and press **<Enter>** or **<q>** to quit from this menu.

5.6.1.30 Listing of ISM Functional Administrators.

Selection of this option from the “Menu_5A”, the following screen will appear.

```

Listing of ITP Functional Administrators
POC is the DBA, phone number CML (301)878-4681 DSN 277-4681
Please submit additions/changes using e-mail address:
NetHelp@ritchie.disa.mil and clearly identify the message is
intended for the ISM DBA.
=====
DAMIS
ANNISTON    JIM WEBB
            571-7445
BENNING     DR. TOM TENNENT
            835-4415
BRAGG       TINA FISCHER
            239-1836
CAMPBELL    COSME A. DAVILLA
            635-3711
CARLISLE    KAREN BAILEY
--More--(4%)[Hit space to continue, Del to abort]

```

Figure 5.6-23. Listing of ISM Functional Administrators

Press **<Enter>** to continue or **<q>** to quit from this menu.

5.6.1.31 Sun690 DASD Utilization Reports.

Selection of this option from the “Menu_5A”, the following screen will appear.

```

TITLE: SUN690 DASD Utilization Reports
Remember the FILE NAME to enter for display..
The list of available FILEs is as follows:
hunts1.    hunts4.    hunts7.    stlouis2.  stlouis5.
hunts2.    hunts5.    hunts8.    stlouis3.  stlouis6.
hunts3.    hunts6.    stlouis1.  stlouis4.  stlouis7.
Enter the file name for the SUN690 DASD Utilization Reports or Q to quit
Select >

```

Figure 5.6-24. Sun690 DASD Utilization Reports

Enter the Sun690 DASD utilization report and press **<Enter>** or **<q>** to quit from this menu.

5.6.1.32 View Current Baseline Software Versions.

Selection of option #04 from the “Main Menu” will display the following screen.

```

Menu is: Menu_6A
Menu Selections followed by the PLUS Symbol are not active...
Please make a two digit selection unless entering Q or M....
Example: 06
01) Application Software
02) Executive Software
Q) Exit Bulletin Board
M) Return to Main Menu
Enter Selection >

```

Figure 5.6-25. View Current Baseline Software Versions

Enter your selection and press **<Enter>**.

5.6.1.33 Application Software.

If you select option #01 from “Menu_6A,” then the following screen will appear.

Application Software Current Versions									
CURRENT BASELINE SOFTWARE VERSIONS									03 Sep 96
ISM-HOST	CIF	DAMIS	DENTRD	EDMIS	INPRC	OUTPRC	PRSLC	RUU	TRANSPRC
hunts1	00.00	6.02	2.03	6.07	5.02	05.02	5.03	05.01	6.04
hunts2	00.00	6.99	2.99	6.99	05.99	05.99	5.99	05.99	6.99
hunts3	00.00	6.99	2.99	6.99	05.99	05.99	5.99	05.99	6.99
hunts5	00.00	6.02	2.03	6.07	5.02	05.02	5.03	05.01	6.04
hunts6	00.00	6.02	2.03	6.07	5.02	05.02	5.03	05.01	6.04
hunts7	0.04	6.02	2.03	6.07	5.02	05.02	5.03	05.01	6.04
hunts8	00.00	6.02	2.03	6.07	5.02	05.02	5.03	05.01	6.04
stlouis1	00.00	6.02	2.03	6.07	5.02	05.02	5.03	05.01	6.04
stlouis2	0.04	6.02	2.03	6.07	5.02	05.02	5.03	05.01	6.04
stlouis3	00.00	6.02	2.03	6.07	5.02	05.02	5.03	05.01	6.04
stlouis5	00.00	6.99	2.99	6.99	05.99	05.99	5.99	05.99	6.99
stlouis6	00.00	6.02	2.03	6.07	5.02	05.02	5.03	05.01	6.04
stlouis7	00.00	6.02	2.03	6.07	5.02	05.02	5.03	05.01	6.04
Enter Return to continue or Q to quit>									

Figure 5.6-26. Application Software

Press **<Enter>** to continue or **<q>** to quit from this menu.

5.6.1.34 Executive Software.

If you select option #02 from “Menu_6A,” then the following screen will appear.

```

Executive Software Current Versions
Developed By SDCW: the Remedy Support Team

The Bulletin Board Host Name is: ismbbs
the IP Address is: 198.49.191.26

The Report Titled "Executive Software Current Versions" should
be place in the following directory on host "WESTHEM".
/files/WWW.Server/doc/ISM_Doc/Current_Baseline_Software/Rpt_Exec
The command to place the Report in the correct location is
as follows:
rcp Rpt_Exec root@westhem: "/files/WWW.Server/doc/ISM_Doc/Current_Baseline_Softwa
re/Rpt_Exec

Enter Return to continue or Q to quit>

```

Figure 5.6-27. Executive Software

Press **<Enter>** to continue or **<q>** to quit.

5.6.1.35 View Testing Schedule.

Selection of option #05 from the “Main Menu” will display the following screen.

```

TESTING SCHEDULE
/var/local/httpd_1.5.2-export/doc/ISM_Doc/Testing_Schedule/Rpt: No such file or
directory
Enter Return to continue or Q to quit>

```

Figure 5.6-28. View Testing Schedule

Press **<Enter>** to continue or **<q>** to quit.

5.6.1.36 View Software Fielding Schedule.

Selection of option #06 from the “Main Menu” will display the following screen.

```

SOFTWARE FIELDING SCHEDULE

      1997 ISM Fielding schedules not yet available.

      Happy New Year!!!

Enter Return to continue or Q to quit>

```

Figure 5.6-29. View Software Fielding Schedule

Press **<Enter>** to continue or **<q>** to quit.

5.6.1.37 View ISM Points of Contact.

Selection of option #07 from the “Main Menu” will display the following screen.

```

Installation Support Module (ISM) Points of Contact
Welcome to: ISM Point of Contact Page

-----

PEO Program Office

1: Jack Ross DSN 656-4604  rossj.2202host@belvoir-stamis.army.mil
2: Jack Offield DSN 656-4223  offieldj.2202host@belvoir-stamis.army.mil
3: Clyde Tyler DSN 656-4233  tylerc.2202host@belvoir-stamis.army.mil
4: Deborah Allen DSN 656-4604  allend.2202host@belvoir-stamis.army.mil

-----

ANSOC OPERATIONS

Chief

Major Stimeare DSN 879-6774  stimearer@huachuca-emh12.army.mil
--More--(58%)[Hit space to continue, Del to abort]

```

Figure 5.6-30. View ISM Points of Contact

Press **<Enter>** to continue or **<q>** to quit.

5.6.1.38 View News Bulletins.

Selection of option #08 from the “Main Menu” will display the following screen.

```

              TITLE: News Bulletins
Remember the FILE NAME to enter for display..
The list of available FILES is as follows:
Mass-SCP                inproc.icp                persloc.icp
White-Paper.Lan-Printer inproc.scp                persloc.scp
damis.icp               mass.icp                ruu.icp
damis.scp               mass.scp                ruu.scp
edmis.icp               outproc.icp            transprc.icp
edmis.scp               outproc.scp            transprc.scp
Enter the file name for the News Bulletins or Q to quit
Select >

```

Figure 5.6-31. View News Bulletins

Enter your selection and press **<Enter>** or **<q>** to quit.

5.7 DAMIS ADMINISTRATION MENU.

This menu gives the FA access to functions used to initialize (set-up) the application, and to perform the system administration functions described in the following paragraphs. Refer to the DAMIS SIP if you are setting-up DAMIS at your installation for the first time. Selection of option #7 from the “Master Menu” provides system administration functions for use during implementation and, as necessary, to accommodate changes and corrections to DAMIS for an installation. Authorization to the subroutines described in this section may be limited. If you need to perform the following functions and cannot access the functions described in this section, contact your FA. Selection of this menu from the “Master Menu” will display the following screen.

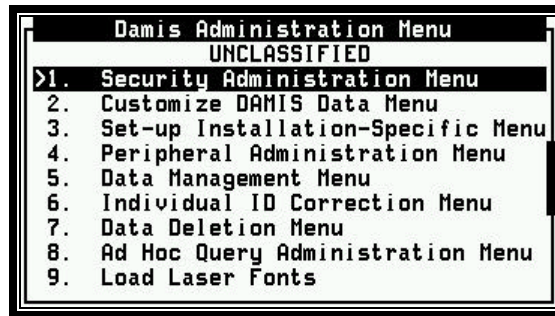


Figure 5.7-1. DAMIS Administration Menu

Highlight your selection and press <Enter>.

5.7.1 Security Administration Menu

The FA must set up DAMIS user accounts with USERID and passwords. For each account, the FA can define security and access privileges. Access to these functions is restricted. The FA can add users; change user access privileges; delete users; and add alternate administrators.

Only DAMIS users that are authorized can access the “Security Administration Menu”. Alternate administrators can set-up to perform DAMIS FA administration functions. To grant a user access to the DAMIS database and the ILIDB, DBA access is required to both of these databases. To add a user to DAMIS, the FA must know the valid UNIX system login name.

Initially, each user must be added by the ANSOC as a UNIX system user BEFORE being added by the FA as a DAMIS user. To do this, the FA submits a list of prospective users to the system administrator at the ANSOC, which creates UNIX user accounts and assigns the login names and passwords. Selection of this menu from the “DAMIS Administration Menu” will present the following screen.

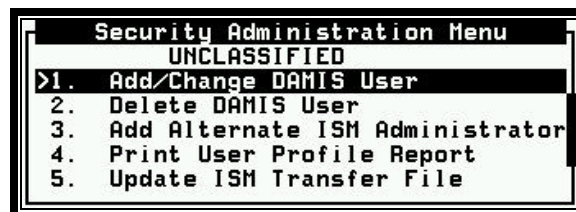


Figure 5.7-2. Security Administration Menu

Highlight your selection and press <Enter>.

5.7.1.1 Add/Change DAMIS User

This option allows access privileges for users on the ISM database. A user should automatically have resource permissions to the ISM database. Aside from database privileges, to give a user the ability to add other users to the ISM, the user must be given manual permission and read/write permissions to the ISM directory. Select this function to add a new user to DAMIS and to grant or change user access to

functions.

- a. Adding a user to DAMIS affects input/output as follows:
 - (1) Each login profile file (“profile”) is modified to add the following lines:

```
exec .setupISM
exit
```

The result is that the user immediately runs DAMIS upon logging in, and is logged-out immediately upon exiting DAMIS. Refer to the file “.setupISM” for more information.
 - (2) Each user is granted “connect” access permission to the DAMIS database and ILIDB. The Oracle SQL Reference Manual contains details.
 - (3) A record is added to the DAMIS security table for each functional area that the user is granted access to. These records identify the user and they are examined at run time to grant or deny permission to the functional areas listed below. All the security records for a user are called the user’s “security profile”.
- b. Changing DAMIS user access modifies the security profile. This means that records are added or deleted, as appropriate, from the security table.

TO ADD A USER OR CHANGE ACCESS INFORMATION--

STEP 1. Use Procedure 7,1,1 to display the add/change screen.

Figure 5.7-3. Add/Change DAMIS User

STEP 2. Enter the log-in name (obtained from the ANSOC) and press **<Enter>**. If you entered a log-in name that does not correspond to a valid UNIX system user, an “ERROR - No Such USER!” message will appear.

STEP 3. Enter **<Y>** next to the privileges you want to grant, and **<N>** next to the privileges you want to deny. (For all new users, the privileges have a default of “N”.)

STEP 4. Press **<F3>** to save the new user or changes and return to the previous screen.

5.7.1.2 Delete DAMIS User.

This option allows you to delete users from the application. To change information about a user,

highlight the “Add/Change DAMIS User” option and press **<Enter>**. Select this function to delete a valid user from DAMIS. Deleting a user from DAMIS affects input/output as follows:

- a. The user’s login file (“profile”) is modified so that the following command is removed:
exec .setupISM
exit
The result is that upon logging in, the user is immediately logged out.
- b. Access permissions to the DAMIS database and ILIDB are revoked.
- c. Appropriate security profile records are removed from the DAMIS database.

TO DELETE A USER--

STEP 1. Use Procedure 7,1,2 to display the delete screen.



Figure 5.7-4. Delete DAMIS User

STEP 2. Enter the user log name and press **<F3>** to delete. The system will display the following screen.



Enter **<Y>** and press **<Enter>** to delete the record or **<N>** and press **<Enter>** to cancel the delete request. Pressing **<F6>** will also abort the delete request and take you back to “Security Administration Menu”. If you have entered a user log name that does not correspond to a valid UNIX system user, the system will display an error message. Otherwise, the system will delete the user identified. If you attempt to delete someone who is not a user or the ISM administrator, then the system will display an error message screen. Once you delete a user Log name, then you will not be able to retrieve his name. However, you can add back this user into the database with “Add/Change DAMIS User”. Once you remove a user, then you must treat this user as a new user in order to regain access to the application.

5.7.1.3 Add Alternate ISM Administrator

Select this option from the “Security Administration Menu” to designate users who will have administrator privileges equivalent to the “damis” login. The system will display the following screen.



Figure 5.7-5. Add Alternate ISM Administrator

This screen requests the logname of the user that you want to grant administration privileges to. Enter a valid user name and Press **<F3>** when done.

5.7.1.4 Print User Profile Report

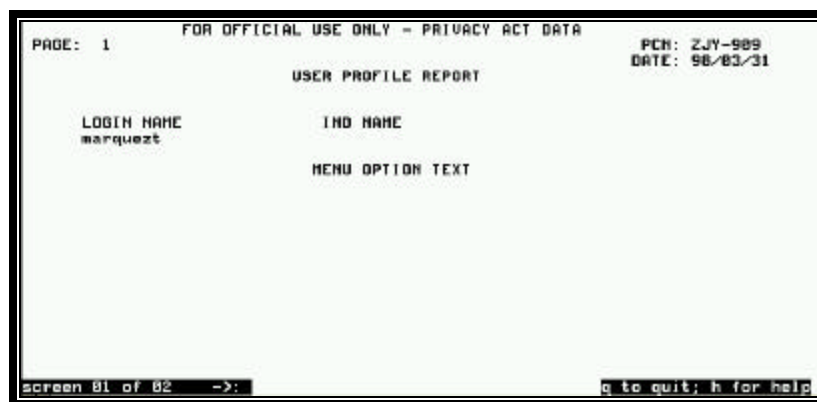
To print a report containing a user's profile, highlight this item from the "Security Administration Menu" and press **<Enter>**. The following screen will appear.



A screenshot of a terminal window titled "User Profile Report". It contains a label "User Login Name:" followed by a blank line for input. Below this, it displays the function key options: "F8/F1=PRINT report; F8/F2=VIEW report; F6=CANCEL".

Figure 5.7-6. User Profile Report

This screen will request you to enter the logname of the user for whom you want the report. This report shows the areas of access of the defined user from the "security_tbl". Enter the user login name and press **<F8/F1>** to print the profile report or press **<F8/F2>** to view the report or **<F6>** to cancel the request. Pressing **<F8/F2>** will display the following sample report.



A screenshot of a terminal window displaying a sample "USER PROFILE REPORT". At the top, it says "PAGE: 1" and "FOR OFFICIAL USE ONLY - PRIVACY ACT DATA". On the right, it shows "PCN: ZJY-989" and "DATE: 98/03/31". The report title "USER PROFILE REPORT" is centered. Below it, there are two columns: "LOGIN NAME" with the value "marquest" and "IND NAME". Under "IND NAME", it says "MENU OPTION TEXT". At the bottom left, it says "screen 01 of 02 ->:" and at the bottom right, "q to quit; h for help".

Press **<q>** to quit.

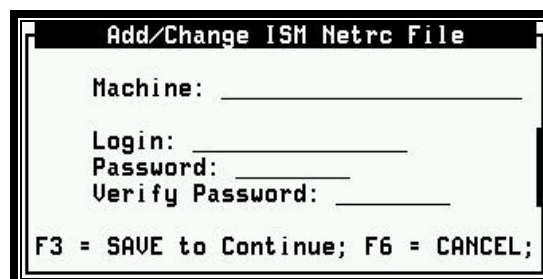
5.7.1.5 Update ISM Transfer File.

Selection of this option from the "Security Administration Menu" shows the following warning screen.



A screenshot of a terminal window titled "Update ISM FTP Transfer File - WARNING". It displays a warning message: "*** WARNING ***" followed by "The section you are about to run is very sensitive and may affect future transfers of transaction files. Only DAMIS Administrators are authorized to run this section and should only do so when instructed." At the bottom, it says "RETURN to Continue; F6 = CANCEL;".

Press **<Enter>** to continue or **<F6>** to cancel. Pressing **<Enter>** will display the following screen.



A screenshot of a terminal window titled "Add/Change ISM Netrc File". It contains labels for "Machine:", "Login:", "Password:", and "Verify Password:", each followed by a blank line for input. At the bottom, it displays the function key options: "F3 = SAVE to Continue; F6 = CANCEL;".

Figure 5.7-7. Add/Change ISM Netrc File

Enter the machine name or press <F2> for choices to select. Enter the login ID, and the password. Press <F3> to update or <F6> to cancel the operation.

5.7.2 Customize DAMIS Data Menu

This menu is not yet implemented.

5.7.3 Setup Installation-Specific Menu

This menu allows the FA to add or delete items on the Installation-Specific Applications Menu, which contains entry points for various programs that are found at that particular location. Select this menu from the “DAMIS Initialization/Administration Menu” to display the following screen.



Figure 5.7-8. Setup Installation-Specific Applications Menu

Highlight your selection and press <Enter>.

5.7.3.1 Add/Change Menu Entries

Use this procedure to add or modify entries on the Installation-Specific Applications Menu. The entries on this menu are stored in a table in the “damis” database and each entry consists of two parts:

- a. Descriptive text, consisting of up to 60 alphanumeric characters, that is displayed on the Installation Specific Menu.
- b. A UNIX shell command, consisting of up to 60 alphanumeric characters, is executed when the corresponding item is selected. This lets the FA add a new menu item or change an existing one.

When you select “Add/Change Menu Entries” the following menu will appear.



Figure 5.7-9. Add/Change Menu Entries

When you select “ADD RECORD” the following screen appears.

The screen will prompt you for the following information.

<u>Field</u>	<u>Description</u>
Item Description:	Enter a description that will be displayed in the “Installation-Specific Application Menu”.
Command Line:	Enter a full command line that will be run by UNIX.

Press <F3> to add entry in the form or <F6> to cancel the entry and to return to the previous screen.

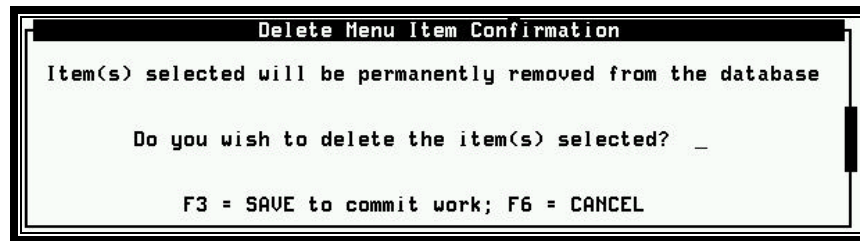
5.7.3.2 Delete Menu Entries

This option allows the DAMIS administrator to delete links to other applications on the UNIX system. When you select “Delete Menu Entries” the following screen appears.



Figure 5.7-10. Delete Menu Entries

To delete a menu item, select that item. The system will prompt for confirmation before the deletion occurs with the screen shown below.



Enter <Y> if you want to delete or <N> if you do not want to delete and press <F3> to delete the item or <F6> to cancel the operation.

5.7.4 Peripheral Administration Menu

This menu allows the FA to add, change, or delete printers and other peripherals on the DAMIS system. In order to add a printer you will need to know how the printer was described to the operating system. The UNIX description will be available from the SA. When you select “Peripheral Administration Menu,” the following screen appears.



Figure 5.7-11. Peripheral Administration Menu

5.7.4.1 Add/Change Application Printers

Use this procedure to add or change the definition of a printer available to DAMIS users. This does not alter the printer configuration or set-up in any way, but must be done to allow the printer to be used from within DAMIS. Printers must be added to the local network print server, as well as the ANSOC host Print server.

- a. Control Inputs. Only printers that are already defined on the host system can be added to DAMIS. DAMIS uses the same designations as the system to refer to printers. Refer to the AIX version 4.1 “System User’s Guide: Operating System and Devices”, for information about how to add printers to the host system.
- b. Management Information. Each printer definition in DAMIS consists of three parts:
 - (1) Printer name, a 15-character maximum alphanumeric designation used by both the host system and DAMIS to identify each printer.
 - (2) Printer class, which is different from the system printer class. It is used by DAMIS to determine what format of output is required/allowed and is selected

from a pre-defined list shown below.

LASER PRINTER (HP LaserJet III-compatible)
 DRAFT-80 COLUMN
 DRAFT-132 COLUMN/COND
 LABEL PRINTER
 SLAVE *

* A user can direct the output from DAMIS to a printer attached to a PC by selecting the “SLAVE” option on the printer class list. However, slave printers are, by definition, not attached to the local print server or available to other workstations on the network.

- (3) Printer description: a 60-character maximum alphanumeric comment that DAMIS associates with the printer to aid in identifying the printer. Should include physical location of printer (such as HP-LaserJet-II+ #1, Room 345, Building. 440).

- c. Input/Output Files. Printer definitions are stored in the printer table in the damis database (damis: “damis”.printer).

To add a printer, select option #1 from the “Peripheral Administration Menu”. The following screen will appear.

Add/Change Application Printers			
>*** ADD RECORD			
1006d59	FORT STEWART - CIF - DOROTHY		-DRAFT-132 COL/COND
1006d60	FORT STEWART - CIF - RECEPTION		-DRAFT-132 COL/COND
1006d61a	FORT STEWART - CIF - ABSTRACT (VALARIE)		-DRAFT-132 COL/COND
1006d61b	FORT STEWART - CIF - ABSTRACT (NAMIE)		-DRAFT-132 COL/COND
1006d62	FORT STEWART - CIF - LINDA		-DRAFT-132 COL/COND
1006159	FORT STEWART - CIF - DOROTHY		-LASER PRINTER
1006162	FORT STEWART - CIF - LINDA		-LASER PRINTER
1036d2	HUNTER AAF - CIF - RECEPTION		-DRAFT-132 COL/COND
1036d206	HUNTER AAF - CIF - JEAN		-DRAFT-132 COL/COND
laser	LASER PRINTER		-LASER PRINTER
pol4374hsd1	DOT MATRIX - FRONT COUNTER (RAY)		-DRAFT-132 COL/COND
pol4374hsd2	DOT MATRIX - REAR COUNTER (SS)		-DRAFT-132 COL/COND
pol4374vol1	LEXMARK LASER		-LASER PRINTER

Figure 5.7-12. Add/Change Application Printers

Highlight “ADD RECORD” and press **<Enter>** to display the “Add/Change Application Printers” screen as shown.

Add/Change Application Printer	
* <u>ADDING RECORD</u> *	
Printer Name:	_____
Description:	_____
Class of printer:	_____
F3 = SAVE to commit work; F6 = CANCEL	

Enter the appropriate information for the printer. Press **<F3>** to add the printer information to the database.

5.7.4.2 Delete Application Printers

Use this procedure to delete the definition of a printer made available to DAMIS via the “Add/Change Application Printer” procedure. This does not alter the printer configuration or setup in any way, but must be done to remove the matching record from the DAMIS printer table, making that printer

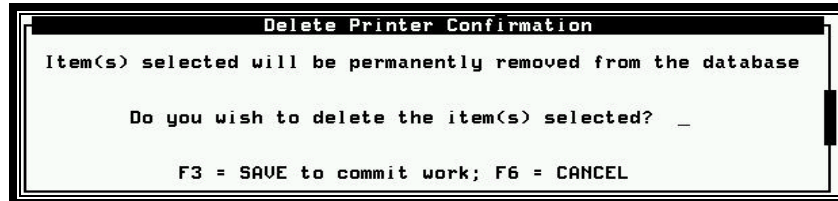
unavailable to DAMIS users.

To delete a printer, select option #2 from the “Peripheral Administration Menu”.



Figure 5.7-13. Delete Application Printers

Enter the printer name to delete and press <F3> to delete or <F6> to cancel deletion request. The system will ask for confirmation before deleting the printer.



Enter <Y> for ‘Yes’ or <N> for ‘No’ and press <Enter>. Pressing <F6> will cancel the delete request.

5.7.5 Data Management Menu

Select this item from the “DAMIS Administration Menu” to display the following screen. The following sections describe each available choice.

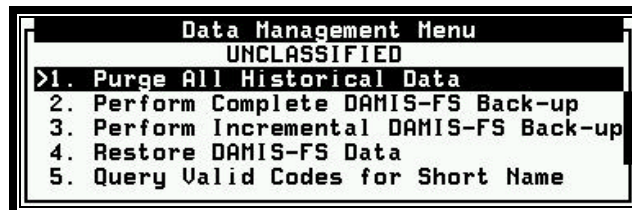


Figure 5.7-14. Data Management Menu

Highlight a desired menu selection and press <Enter>.

5.7.5.1 Purge All Historical Data.

This function lets you purge (delete) historical data in the database. The following data will be purged:

- ? All patient data are purged that have remained in the system longer than five years after the patient terminated enrollment.
- ? Data about individuals screened but not enrolled over five years ago are also purged.
- ? All patient data are purged that have a commander non-referral date older than five years.
- ? All data on positive laboratory testing results are purged five years after the specimen collection date.
- ? All individual appointment data are purged two years after the appointment date.
- ? All ‘group sessions appointment data’ are purged two years after the group appointment date.
- ? All education class scheduling data are purged two years after the class date.
- ? All authorizations data are purged one year after the document termination date.
- ? All manpower data are purged two years after the manpower utilization period.
- ? All RAPR data are purged two years after the report year and report month.
- ? All deletion audit data are purged one year after the error entry data.

When you select this option from the “Data Management Menu,” the system displays the following screen before purging.



Figure 5.7-15. Purge All Historical Data

To cancel before purging, press <F6>. Otherwise, press <Enter> to purge all data of the individual from the “individ_tbl”, “milspec_tbl”, and “ppr_scr” tables.

5.7.5.2 Perform Complete DAMIS-FS Back Up.

The system administration file maintenance menu must be displayed to perform the complete DAMIS-FS application and database backup. When you select “Perform Complete DAMIS-FS Backup” from the “Data Management Menu,” the following screen will appear.

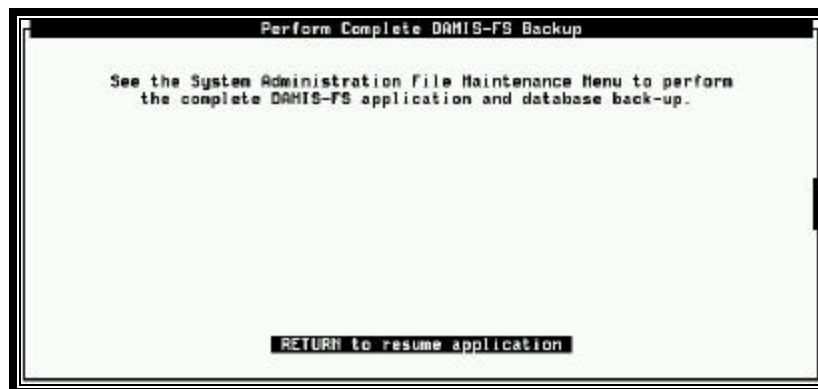


Figure 5.7-16. Perform Complete DAMIS-FS Back Up

Press <Enter> to resume application.

5.7.5.3 Perform Incremental DAMIS-FS Back Up.

The system administration file maintenance menu must be displayed to perform the incremental DAMIS-FS backup. When you select “Perform Incremental DAMIS-FS Backup” from the “Data Management Menu,” the following screen appears.



Figure 5.7-17. Perform Incremental DAMIS-FS Back Up

Press <Enter> to resume application.

5.7.5.4 Restore DAMIS-FS Data.

The system administration file maintenance menu must be displayed to restore the “damis” database from the backup. When you select “Restore DAMIS-FS Data” from the “Data Management Menu,” the following screen will appear.



Figure 5.7-18. Restore DAMIS-FS Data

5.7.5.5 Query Valid Codes for Short Name.

When you select “Query Valid Codes for Short Name” from the “Data Management menu,” the following screen appears.

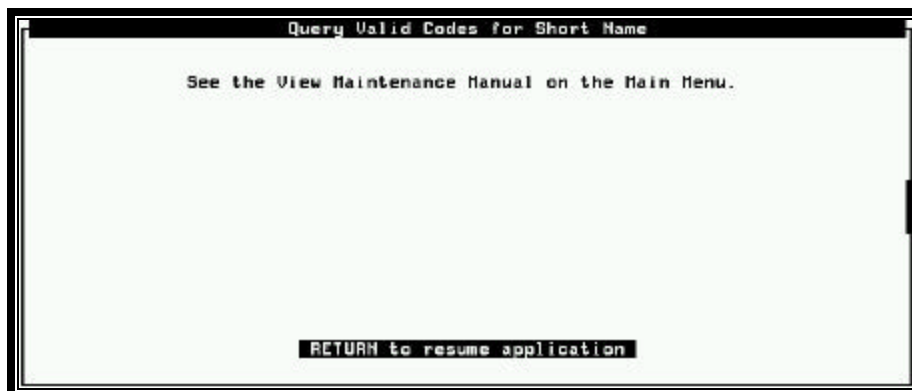


Figure 5.7-19. Query Valid Codes for Short Name

5.7.6 Individual ID Correction Menu

Select this menu to correct or change the individual ID in “milspec_tbl” and “individ_tbl”. Selection of this menu from the “DAMIS Administration Menu” shows the following screen.

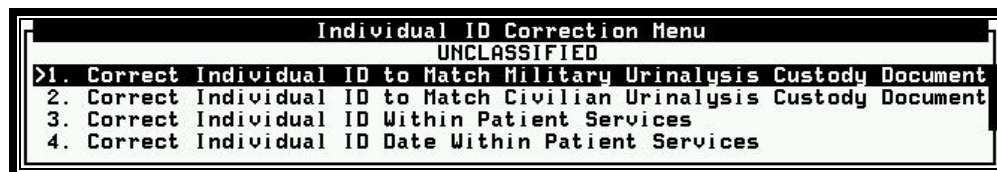


Figure 5.7-20. Individual ID Correction Menu

Highlight one of the options and press <Enter> or press <F6> to cancel.

5.7.6.1 Correct Individual ID to Match Military Urinalysis Custody Document.

This option allows you to use the ‘key values’ for a military specimen to change an “Individual ID” in the

DAMIS-FS to match a military specimen custody document. This determines that the custody document has the correct “Individual ID” and the one entered in the system is incorrect. When you select this option, the following screen will appear.

```
Correct Ind ID to Match Mil Urinalysis

* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *

SSN: _____ Specimen Collection Date: _____
Collection UIC: _____ Custody Document No: _____ Sequence No: _____
Correct SSN: _____

F3 = SAVE to correct the SSN; F6 = CANCEL
* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *
```

Figure 5.7-21. Correct Individual ID to Match Military Urinalysis Custody Document

Enter the SSN to be corrected, the specimen collection date, custody document number, and the sequence number. After you enter these parameters, the system determines if the combination exists. If not, the system displays an appropriate error message and the cursor returns to the field “SSN”. If the entered parameters exist, the system prompts you to enter the correct “Individual ID”. After this parameter is entered, the system determines if the correct user already exists in the database. If so, the system displays an error message stating that the user already exists and the cursor again returns to the field “SSN”. If there are no errors, the system changes the “Individual ID” that was erroneously entered. This includes military specimen information and any patient information that may have been entered. The system records the old and new “Individual IDs” for transmission to the DAMIS-HQ. Press <F3> to correct the SSN or <F6> to cancel the operation. Pressing <F3> will display the following confirmation screen before entering the correction.

```
Correct Err Military SSN Confirmation

The original SSN will be permanently removed from the database
and replaced by the new SSN. Are you certain you wish to do this?

RETURN to proceed with change; F6 = CANCEL to abort
```

Press <Enter> to proceed with change or <F6> to cancel the operation. Pressing <Enter> will display the following screen.

```
TRANSACTION CREATED

A transaction will be created and sent to USADADA.

RETURN to continue
```

Press <Enter> to continue.

5.7.6.2 Correct Individual ID to Match Civilian Urinalysis Custody Document.

This option allows you to change the key values for a civilian specimen to change an “Individual ID” in the DAMIS-FS to match a civilian specimen custody document. This determines that the custody document has the correct “Individual ID” and the one entered into the system is incorrect. Selection of this option from the “Individual ID Correction Menu” will present the following screen.

Figure 5.7-22. Correct Individual ID to Match Civilian Urinalysis Custody Document

Enter the SSN to be corrected, the specimen collection date, custody document number, and the sequence number. After you enter these parameters, the system determines if the combination exists. If not, the system displays an appropriate error message and the cursor is returned to the field “SSN”. If the entered parameters exist, the system prompts you to enter the correct “Individual ID”. After you enter this parameter, the system determines if the correct ID already exists in the database. If so, the system displays an error message stating that the ID already exists and the cursor is returned to the field “SSN”. If there are no errors, the system changes the “Individual ID” that was erroneously entered. This includes military specimen information and any patient information that may have been entered. The system records the old and new “Individual IDs” for transmission to the DAMIS-HQ. Press **<F3>** to correct the SSN or **<F6>** to cancel the operation. Pressing **<F3>** will display the following confirmation screen before entering the correction.

Press **<Enter>** to proceed with change or **<F6>** to cancel the operation. Pressing **<Enter>** will display the following screen.

Press **<Enter>** to continue.

5.7.6.3 Correct Individual ID within Patient Services.

This function allows you to change an “Individual ID” in the DAMIS-FS if there is no related biochemical testing data present. Selection of this option will present the following screen.

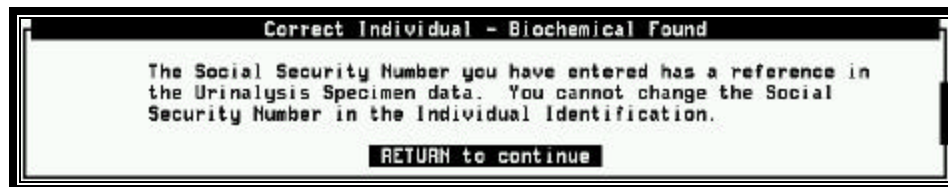
Figure 5.7-23. Correct Individual ID within Patient Services

Enter the SSN to be corrected. After you enter the SSN, the system determines if the “Individual ID” exists. If not, the system displays an appropriate error message and the cursor is returned to the field “SSN”.

If the SSN already exists in the database, the system will prompt you with the following error message to enter the correct "Individual ID".

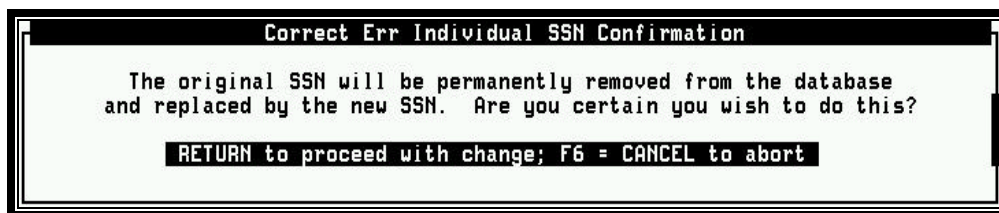


After you enter the correct SSN, the system further checks to see if there is any reference within the Patient Services data, via "Specimen Collection Date", to urinalysis specimen information for the individual, identified by the erroneous "Individual ID". If so, the system displays the following error message stating that the "Individual ID" cannot be changed and the cursor is returned to the field "SSN".

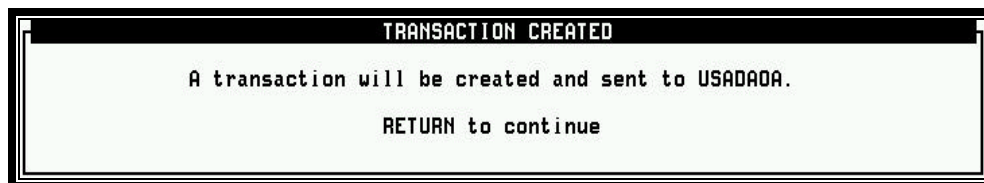


Otherwise, the system changes the "Individual ID" for all Patient Services data in the DAMIS-FS identified by the "Individual ID" that was erroneously entered.

Press <F3> to correct the SSN or <F6> to cancel the operation. Pressing <F3> will display the following confirmation screen before entering the correction.



Press <Enter> to proceed with change or <F6> to cancel the operation. Pressing <Enter> will display the following screen.



Press <Enter> to continue.

5.7.6.4 Correct Individual ID Date within Patient Services.

To change the identification date of an individual requires the ID number (SSN) of the individual as they are entered in the system. There is a 'choices' list available for this. The change also requires the current identification date and the new date that is to be used in place of the old date. There is a 'choices' menu available for the old identification date as well. It is necessary to note that the new identification date may in some cases, be limited by other records that exist. For example, it can not be earlier than an existing identification date nor it can be later than an associated intake/screening record. Selection of this option from the "Individual ID Correction Menu", will present the following screen.

```

Individual ID Date Correction

* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *

SSN : _____
Name: _____

Old Identification Date: _____
New Identification Date: _____

F3 = SAVE to continue; F6 = CANCEL

```

Figure 5.7-24. Correct Individual ID Date within Patient Services

Enter the SSN of the individual or press <F2> for choices to select SSN. The name field is populated automatically from the database. Enter the old identification and new identification dates. In case the new identification date entered happens to be either earlier than an existing identification date or later than an associated intake/screening record, then the following error message will appear.

```

DATA ENTRY ERROR

You must enter a date that is between 1988/01/01
and 1998/03/31. Please enter a new ID date that
is in the range allowed.

RETURN to continue

```

Press <Enter> to go back to the previous screen. Enter the correct identification date and press <F3> to continue. This will show the following screen.

```

INDIVIDUAL UPDATED

Individual (N15446404) has been successfully changed to
an identification date of 1998/01/01.

RETURN to continue

```

Pressing <Enter> will display the following screen.

```

TRANSACTION CREATED

A transaction will be created and sent to USADAORA.

RETURN to continue

```

Press <Enter> to continue.

5.7.7 Data Deletion Menu.

Select this menu from the “DAMIS Administration Menu”, to perform the following:

```

Data Deletion Menu
UNCLASSIFIED

>1. Delete Erroneous Military Urinalysis Data
2. Delete Erroneous Civilian Urinalysis Data
3. Delete Erroneous Individual Patient Services Data
4. Delete Erroneous Patient Intake/Screening Data
5. Delete Erroneous Patient Progress Report Data
6. Print Deletion Audit Report

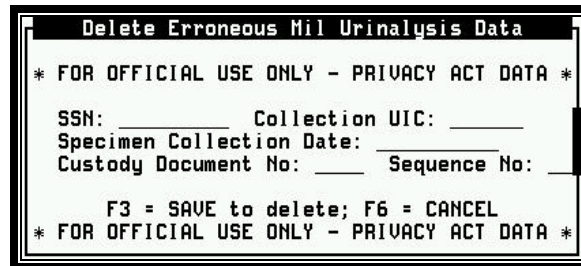
```

Figure 5.7-25. Data Deletion Menu

Highlight your selection and press <Enter> to continue.

5.7.7.1 Deletion Erroneous Military Urinalysis Data.

This option allows you to delete erroneous information about a military specimen in the DAMIS-FS. An audit trail of the deletion is maintained for later review. Selection of option #1 from this menu will prompt you to enter the SSN, specimen collection date, custody document number and the sequence number. Selection of this option from the “Data Deletion Menu” will present the following screen.



```

Delete Erroneous Mil Urinalysis Data
* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *
SSN: _____ Collection UIC: _____
Specimen Collection Date: _____
Custody Document No: _____ Sequence No: _____
F3 = SAVE to delete; F6 = CANCEL
* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *

```

Figure 5.7-26. Deletion Erroneous Military Urinalysis Data

Enter the SSN, the specimen collection date, custody document number, and the sequence number of the specimen record to be deleted. After the parameters are entered and validated, the system determines whether the combination of these parameters exists. If not, the system displays an error message stating that ‘a urinalysis specimen record does not exist for the parameters entered and therefore cannot be deleted.’ The cursor is returned to the field SSN. If a specimen record exists for the parameters entered, you are prompted to confirm the data should be deleted with the following screen.

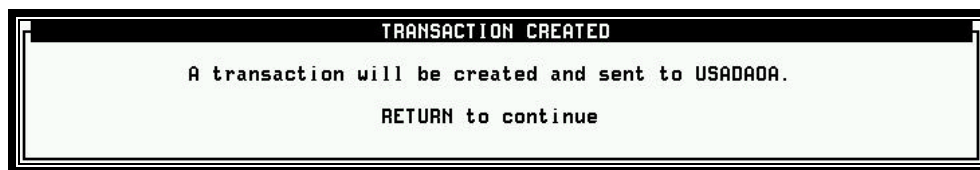


```

Delete Err Mil Urinalysis Confirmation
Deleted item(s) will be permanently removed from the database.
Are you certain you wish to delete?
RETURN to proceed with delete; F6 = CANCEL to abort

```

Press <Enter> to proceed with delete or <F6> to cancel the delete request. If you confirm the deletion, the specimen data is deleted. The system records the user-id of the individual performing the deletion and the key data elements that identify the deleted data. The SSN, the specimen collection date, custody document number, and the sequence number are concatenated and placed in the “Error Data Deletion” field as the data is written to the audit log. The following screen will appear.



```

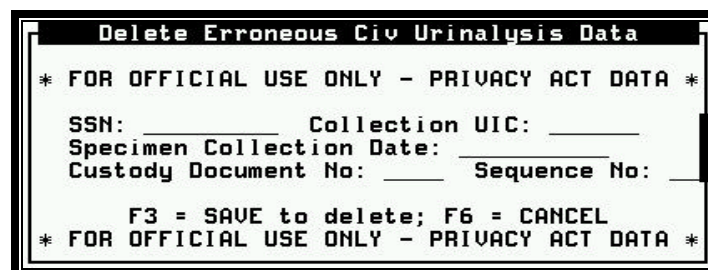
TRANSACTION CREATED
A transaction will be created and sent to USADAQA.
RETURN to continue

```

Press <Enter> to continue.

5.7.7.2 Deletion Erroneous Civilian Urinalysis Data.

This function allows you to delete erroneous information about a civilian specimen in the DAMIS-FS. An audit trail of the deletion is maintained for later review. Selection of this option from the “Data Deletion Menu” will present the following screen.



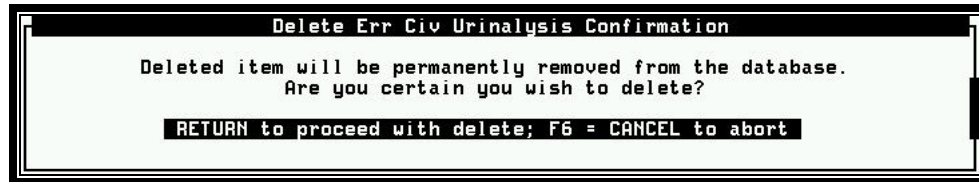
```

Delete Erroneous Civ Urinalysis Data
* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *
SSN: _____ Collection UIC: _____
Specimen Collection Date: _____
Custody Document No: _____ Sequence No: _____
F3 = SAVE to delete; F6 = CANCEL
* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *

```

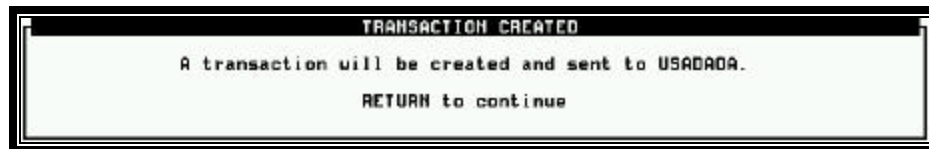
Figure 5.7-27. Deletion Erroneous Civilian Urinalysis Data

Enter the SSN, the specimen collection date, custody document number, and the sequence number of the specimen record to be deleted. After the parameters are entered and validated, the system determines whether the combination of these parameters exists. If not, the system displays an error message stating that ‘a urinalysis specimen record does not exist for the parameters entered and therefore cannot be deleted.’ The cursor is returned to the field “SSN”. If a specimen record exists for the parameters entered, you are prompted to confirm the data should be deleted with the following screen.



A screenshot of a terminal window titled "Delete Err Civ Urinalysis Confirmation". The text inside reads: "Deleted item will be permanently removed from the database. Are you certain you wish to delete?" followed by a prompt "RETURN to proceed with delete; F6 = CANCEL to abort".

Press <Enter> to proceed with delete or <F6> to cancel the delete request. If you confirm the deletion, the specimen data is deleted. The system records the user-id of the individual performing the deletion and the key data elements that identify the deleted data. The SSN, the specimen collection date, custody document number, and the sequence number are concatenated and placed in the “Error Data Deletion” field as the data are written to the audit log. The following screen will appear.

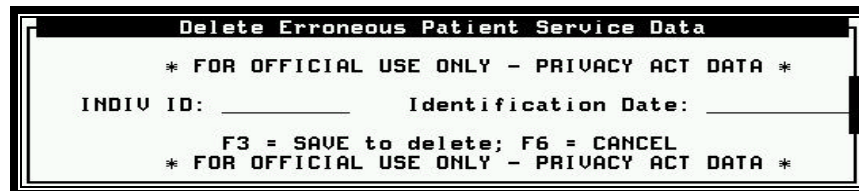


A screenshot of a terminal window titled "TRANSACTION CREATED". The text inside reads: "A transaction will be created and sent to USADADA." followed by a prompt "RETURN to continue".

Press <Enter> to continue.

5.7.7.3 Delete Erroneous Individual Patient Services Data.

This function allows you to delete all information about an individual’s particular identification, associated enrollment, and progress reports, if present. An audit trail of the deletion is maintained for later review. Selection of this option from the “Data Deletion Menu” will present the following screen.



A screenshot of a terminal window titled "Delete Erroneous Patient Service Data". The text inside reads: "* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *", "INDIV ID: _____ Identification Date: _____", "F3 = SAVE to delete; F6 = CANCEL", and "* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *".

Figure 5.7-28. Delete Erroneous Individual Patient Services Data

Enter the SSN and the identification date. After the parameters are entered and validated, the system determines whether the combination of these parameters exists. If not, the system displays an error message stating that ‘no individual identification data record exists for the parameters entered and therefore cannot be deleted.’ The cursor is returned to the field “SSN”.

If an identification record exists for the parameters entered, the system prompts you to confirm the deletion with the following screen.



A screenshot of a terminal window titled "Delete Err Patient Service Confirmation". The text inside reads: "Selected individual will be permanently removed from the database. This includes any associated Intake/Screening Records and Patient Progress Reports. Are you certain you wish to delete?" followed by a prompt "RETURN to proceed with delete; F6 = CANCEL to abort".

Press <Enter> to proceed with delete or <F6> to cancel the delete request. If you confirm the deletion, the identification and any associated enrollment data are deleted.

The system records the user-id of the individual performing the deletion and the key data elements that identify the deleted data. The system records an entry in the Deletion Audit Data log that includes the key data for information being deleted. It also includes information that identifies when the data was deleted and who performed the operation. The "Individual ID" and "Identification Date" are concatenated together and placed in the "Error Data Deletion" field as the data is written to the audit log. If PIR and PPR exist, a transaction is sent to ACSAP. The following screen will appear.

<p style="text-align: center;">TRANSACTION CREATED</p> <p style="text-align: center;">A transaction will be created and sent to USADAQA.</p> <p style="text-align: center;">RETURN to continue</p>

Press <Enter> to continue.

5.7.7.4 Delete Erroneous Patient Intake/Screening Data.

This option allows you to delete a specific PIR for an individual. It also checks to see if there are any associated Patient Progress Reports (PPR) that need to be deleted. The selected record is removed from the database and a transaction is created that will be sent to the DAMIS-HQ system.

The Delete Patient Intake/Screening form takes two parameters. These parameters are the SSN for the individual and the identification date. All of the existing information from the database is filled in on the current form. This may be checked by the user. The application checks to see if the PIR is valid and if there are any associated PPR. If there are PPR for the current identification, the option to delete everything is given. The application will delete the PIR as well as any associated PPR. Transactions will be created and sent to the DAMIS-HQ for each PIR and PPR deleted. If PIR and PPR exist, transactions are sent to ACSAP. Selection of this option from the "Data Deletion Menu" will present the following screen.

Delete Erroneous Intake/Screening Data			
* _____ * * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *			
SSN: _____	ID Date: _____	Screen Date: _____	
Name: _____	Case Finding Method: _____		
IDENTIFICATION	Department Code: _____	Eligibility Category: _____	
Birth Date: _____	Sex: _____	Identification SAC: _____	
Identification UIC: _____	Rank: _____	Service Component Code: _____	
MACOM Code: _____			
CIVILIAN EMPLOYEE DATA			
Release Consent Code: _____	TDP Code: _____	Pay Plan _____	Grade Code: _____
F3 = SAVE to continue; F6 = CANCEL; F8/F5 = DELETE			
* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *			

Figure 5.7-29. Delete Erroneous Patient Intake/Screening Data

Press <F3> to save data entered and move on to the screen that follows:

```

Delete Erroneous Intake/Screening Data 2
* DELETE RECORD * * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *

SSN: 239687885 ID Date: 1995/11/11 Enrollment/Decision Date: 1995/11/14
Name: MILLER ELVA Case Finding Method: MA
Enrollment SAC: FC04 Enrollment UIC: W2LBAA HIV Date:

INITIAL DRUG/ALCOHOL DIAGNOSIS Diagnosis Code: 1. 2. 3.
Physician Signature Present:

ENROLLMENT DECISION DATA
Enrollment Decision Code: A Enrollment Facility: A
Enrollment/Screening Basis 1. ALC 2. 3. Reason Not Enrolled Code:

SYSTEM INFORMATION PIR Complete: C PIR Transaction Date: 1995/11/16

F3 = SAVE to delete record; F6 = CANCEL; F8/F4 = PREV PAGE
* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *

```

Press <F3> to delete record or <F6> to cancel. Pressing <F3> will prompt you with the following confirmation screen.

```

Delete Patient Intake Confirmation

Deleted item(s) will be permanently removed from the database.
Are you certain you wish to delete?

RETURN to proceed with delete; F6 = CANCEL to abort

```

Press <Enter> to proceed with delete or <F6> to cancel the delete request. Pressing <Enter> will display the following screen.

```

TRANSACTION CREATED

A transaction will be created and sent to USADADA.

RETURN to continue

```

Press <Enter> to continue.

5.7.7.5 Delete Erroneous Patient Progress Report Data.

This option allows you to delete a specific PPR for an individual. The selected record is removed from the database and a transaction is created that will be sent to the DAMIS-HQ system. This report form takes three parameters. These parameters are the SSN for the individual, the enrollment decision date, and the date of the report with the associated PPR reason code. All of the existing information from the database is filled in on the current form. The application checks to see if the PPR is valid. If there are PPR for the current identification, the option to delete is given. The application will delete the PPR. Transactions will be created and sent to the DAMIS-HQ for each PPR deleted. Selection of this option from the "Data Deletion Menu" will present the following screen.

Delete Erroneous Patient Progress Data		
* _____ * * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *		
SSN: _____	Enrollment Date: _____	Report Date: _____
Reason Code: _____	Name: _____	
IDENTIFICATION		
PPR Service Area Code: _____	Patient UIC: _____	
	PPR UIC: _____	
PATIENT PCS/REASSIGNMENT	CHANGE DRUG/ALCOHOL DIAGNOSIS	
Gaining SAC: _____	Diagnosis Code: 1 _____ 2 _____ 3 _____	
Major Command Code: _____	Signature Indicator: _____	
F3 = SAVE to continue; F6 = CANCEL; F8/F5 = Delete Record		
* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *		

Figure 5.7-30. Delete Erroneous Patient Progress Report Data

Press <F3> to save data entered and move on to the screen that follows:

Delete Erroneous Patient Progress Data 2		
* DELETE RECORD * * FOR OFFICIAL USE ONLY - PRIVACY ACT DATA *		
ID: <u>239687885</u>	Enrollment Date: <u>1995/11/14</u>	Report Date: <u>1996/02/28</u>
Reason Code: <u>F</u>	Name: <u>MILLER ELVA</u>	
CHANGE ENROLLMENT BASIS	Basis Code: _____	
INPATIENT RTF ENROLLMENT		
Admission Date: _____	Facility Code: _____	
Discharge Date: _____		
PROGRESS EVALUATION		
COUNSELOR Assessment Progress: <u>F</u>	Recommendation: <u>B</u>	
COMMANDER Appraisal Performance: _____	Appraisal Conduct: _____	
Commander Decision: _____		
RELEASE FROM PROGRAM Reason for Release: <u>F</u>	Commander's Assessment: _____	
SYSTEM INFORMATION		
Completion Indicator: <u>C</u>	Transaction Date: <u>1996/04/01</u>	
F3 = SAVE to Delete Record; F6 = CANCEL; F8/F4 = PREV PAGE		

Press <F3> to delete record or <F6> to cancel. Pressing <F3> will prompt you with the following confirmation screen.

Delete Patient Progress Confirmation
Deleted item(s) will be permanently removed from the database. Are you certain you wish to delete?
RETURN to proceed with delete; F6 = CANCEL to abort

Press <Enter> to proceed with delete or <F6> to cancel the delete request. Pressing <Enter> will display the following screen.

TRANSACTION CREATED
A transaction will be created and sent to USADAOA.
RETURN to continue

Press <Enter> to continue.

5.7.7.6 Print Deletion Audit Report.

This function allows you to obtain a hard copy report listing the keys for each type of patient services

and urinalysis specimen data deleted and the user-id of the individual performing the deletion. Selection of this option from the “Data Deletion Menu” will display the following screen.



Figure 5.7-31. Deletion Audit Report

Press <F8/F1> to print deletion audit report or <F8/F2> to view the report or <F6> to cancel. When you select the print option, the system automatically prints the report for all existing deletion audit data. Pressing <F8/F2> will display the following sample report.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA		
PAGE: 1		PCN: ZJY-917 DATE: 98/03/31
DELETION AUDIT REPORT		
DELETION KEYS	USER ID	DELETION DATE
4004237931994/07/27	davilac	1994/08/02
2521104961994/07/20	davilac	1994/08/03
1234567891994/08/01	davilac	1994/08/03
5240256731994/08/03	davilac	1994/08/03
5432340141994/07/15	davilac	1994/08/03
5240256731994/08/03	davilac	1994/08/04
5240256731994/08/04	davilac	1994/08/04
1000000001994/08/03	davilac	1994/08/05
2121212121994/08/01	davilac	1994/08/05
1234567891994/08/02	davilac	1994/08/05
5432340141994/06/29	davilac	1994/08/05
4155061541994/01/01	davilac	1994/08/05
4567790461994/07/25	davilac	1994/09/09
FOR OFFICIAL USE ONLY - PRIVACY ACT DATA		
screen 01 of 12 ->:		q to quit; h for help

Press <q> to quit.

5.7.8 Ad Hoc Query Administration Menu

When you select this menu from the “DAMIS Administration Menu,” the following screen will appear.



Figure 5.7-32. Ad Hoc Query Administration Menu

5.7.8.1 Select Elements to Show

Use this procedure to define which SADB elements shall be made available to users of the Ad Hoc Query utility. When you select this item, an “Elements to Show” screen will appear. It lists available elements and current comments.

MILITARY PERSONNEL IN-PROCESSING (R07.01 AIX)	
Elements to Show	
ACCPD	
AFRM_AWARD_EL_DT	DATE ELIGIBLE FOR MEDAL
APP_VER	THE APPLICATION VERSION NUMBER
APT_SCORE_QY	ARMY PERSONNEL-TEST CODE QUANT
ARMY_MIL_RANK_AB	MILITARY RANK ABBREVIATION
ARMY_MIL_RANK_CD	ARMY MILITARY RANK CODE
ARMY_MIL_RANK_DT	ARMY MILITARY RANK DATE
AR_ML_RNK_EFF_DT	ARMY MIL RANK EFFECTIVE DATE
ASG_ARR_DT	ASSIGNMENT ARRIVAL DATE
ASG_DEARS_DT	OVERSEAS ASSIG RETURN ELIG DT
ASG_DLOS_DT	ANTICIPATED DATE OF LOSS
ASG_DPRT_DT	ASSIGNMENT DEPARTURE DATE
ASG_DROS_DT	OVERSEAS ASSIGNMENT RETURN DT
ASG_PROJ_ARR_DT	PROJECTED ARRIVAL DATE
ATTN	
AUTH_ASI_CD	AUTHORIZED ADDITIONAL SKILL ID
AUTH_IND_NM	AUTHORIZED BY INDIVIDUAL NAME
AUTH_OCC_SPEC	AUTHORIZED OCCUPATIONAL SPCLTY
F2 = MARK to select; RETURN to commit work; F6 = CANCEL	

Figure 5.7-33. Elements to Show

To select elements, highlight desired element(s) and press <F2> to mark. When done marking, press <Enter> to return to the “Ad Hoc Query Administration Menu”.

5.7.8.2 Add/Change Element Comments

Use this procedure to change the definitions of elements as they are displayed by Ad Hoc Query. These definitions will appear beside each element name. When you select this item, the following “Elements screen” will be displayed, listing each available SADB element and its current comment.

Elements	
ACCPD	
AFRM_AWARD_EL_DT	DATE ELIGIBLE FOR MEDAL
APP_VER	THE APPLICATION VERSION NUMBER
APT_SCORE_QY	ARMY PERSONNEL-TEST CODE QUANT
ARMY_MIL_RANK_AB	MILITARY RANK ABBREVIATION
ARMY_MIL_RANK_CD	ARMY MILITARY RANK CODE
ARMY_MIL_RANK_DT	ARMY MILITARY RANK DATE
AR_ML_RNK_EFF_DT	ARMY MIL RANK EFFECTIVE DATE
ASG_ARR_DT	ASSIGNMENT ARRIVAL DATE
ASG_DEROS_DT	OVERSEAS ASSIG RETURN ELIG DT
ASG_DLOS_DT	ANTICIPATED DATE OF LOSS
ASG_DPRT_DT	ASSIGNMENT DEPARTURE DATE
ASG_DROS_DT	OVERSEAS ASSIGNMENT RETURN DT
ASG_PROJ_ARR_DT	PROJECTED ARRIVAL DATE
ATTN	
AUTH_ASI_CD	AUTHORIZED ADDITIONAL SKILL ID
AUTH_IND_NM	AUTHORIZED BY INDIVIDUAL NAME
AUTH_OCC_SPEC	AUTHORIZED OCCUPATIONAL SPCLTY

F2 = MARK to select; RETURN to Continue; F6 = CANCEL

Highlight the elements for which you want to add or change comments and then press <F2> to mark them. After marking the desired element(s), a “Change Element Comment” screen will appear.

Change Element Comment
Element: <u>AFRM_AWARD_EL_DT</u>
Comment: <u>DATE ELIGIBLE FOR MEDAL</u>
F3 = SAVE to commit work; F6 = CANCEL

Figure 5.7-34. Add/Change Element Comments

The name of the first element you marked will appear in the Element field. Enter or change the information in the comment field and then press <F3> to go on to the next element you marked. If the Change Element routine was canceled before it was completed, then the following message will appear.

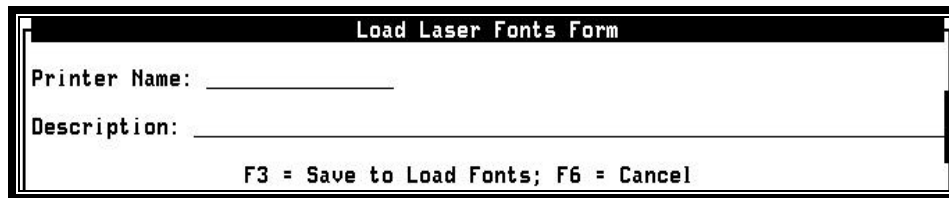
NOTICE
The Change Element routine was canceled before it completed. If you wish to cancel all of the work that was just done, press 'C' or 'c'. Any other key will save all of the work that was done and exit the process.
press 'C' or 'c' to cancel or any other key to save work

When done, the “Ad Hoc Query Administration menu” will re-appear.

NOTE: If you have excluded certain elements that are included in previously saved queries those queries will not run.

5.7.9 Load Laser Fonts.

When you select this option from the “DAMIS Administration Menu,” the following screen will appear.



Load Laser Fonts Form

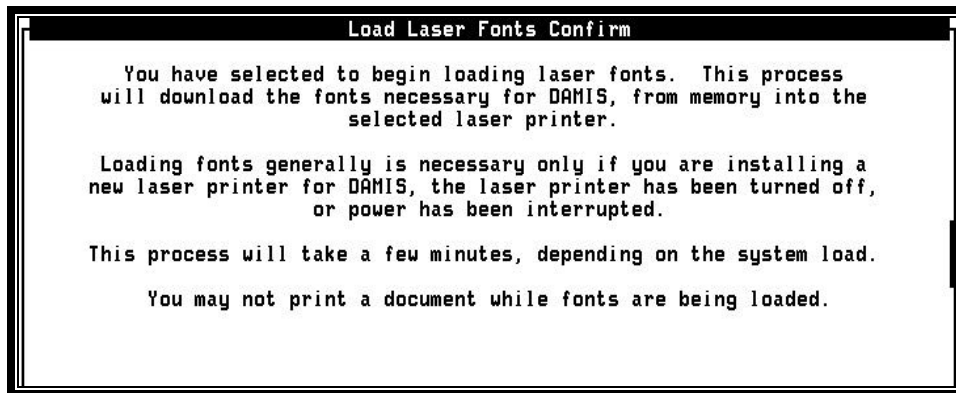
Printer Name: _____

Description: _____

F3 = Save to Load Fonts; F6 = Cancel

Figure 5.7-35. Load Laser Fonts

Enter the printer name and description. Pressing <F2> will display all available printers, for selection. Press <F3> to load the fonts or <F6> to cancel the operation. When you press <F3>, the system prompts for confirmation as shown.



Load Laser Fonts Confirm

You have selected to begin loading laser fonts. This process will download the fonts necessary for DAMIS, from memory into the selected laser printer.

Loading fonts generally is necessary only if you are installing a new laser printer for DAMIS, the laser printer has been turned off, or power has been interrupted.

This process will take a few minutes, depending on the system load.

You may not print a document while fonts are being loaded.

5.8 INSTALLATION SPECIFIC APPLICATIONS

These procedures may be defined, by the DAMIS administrator for any valid 'UNIX' shell command. Access to these procedures is controlled by the DAMIS administrator, using procedure "Add/Change DAMIS User". Selection of this option from the "Master Menu will display the following screen.



Installation-Specific Applications Menu

>1. Consolidated Clearance Report

2. shell

3. this is a test

Figure 5.8-1. Installation-Specific Applications Menu

6 TERMS AND ABBREVIATIONS

<u>Terms</u>	<u>Explanation</u>
Ad hoc	A feature of ISM that permits any user to create special-purpose or customized queries and reports with SQL.
Archive	Stored files that will not be used for some time or saving a “snapshot” of a set of files.
Case-sensitive	Able to distinguish between upper and lower-case letters.
Login Name	The string of characters that identifies each user accounts on the UNIX-based host computer. This same name identifies DAMIS users. (It is also called the “user name”).
Software Tools	See “Utility Software”.
Software Unit	A program, package, module, or any other convenient grouping of code that may be discussed or documented as a unit.
Utilities	Software programs, subroutines, MACROs, facilities, and vendor software separate from the application used to generate or modify code.
Utility Software	Software programs, subroutines, MACROs, facilities, and vendor software separate from the application used to generate or modify code.
<u>Abbreviations & Acronyms</u>	<u>Definition</u>
ABMD	Alcohol Breath Measuring Device
ACE	Application Connectivity Engineering
ACSIM	Assistant Chief of Staff for Installation Management
ACSAP	Army Center for Substance Abuse Programs
ADAPCP	Alcohol and Drug Abuse Prevention and Control Program
ADCO	Alcohol and Drug Control Officer
ADD	Army Data Dictionary
ADIC	Alcohol and Drug Intervention Council
ADP	Automated Data Processing
AIS	Automated Information System
AISM	Automated Information System Manual
AHS	Academy of Health sciences
ANSI	American National Standards Institute
ANSOC	Army Network and Systems Operator Center
APC	Account Processing Code
AR	Army Regulations
ASA	Application System Administrator
ASACS	Adolescent Substance Abuse Counseling Service
ASCII	American Standard Code Information Interchange
BBS	Bulletin Board System
CAO	Customer Assistance Office
CC	Clinical Consultant
CCC	Community Counseling Center
CCM	Configuration Control Manual
CCS	Civilian Counseling Service
CD	Clinical Director
COBOL	Common Business Oriented Language
CODARS	Client-Oriented Drug and Alcohol Reporting System

CPA.....	Civilian Program administrator
CPC.....	Civilian Program Coordinator
CSA.....	Chief of Staff, US Army
DA.....	Department of Army
DA Form 3711-R.....	Alcohol and Drug Abuse Prevention and Control Program Resource and Performance Report
DA Form 4465-R.....	Patient Intake/Screening Record
DA Form 4466-R.....	Patient Progress Report
DA Form 5181-R.....	Medical Review Officer Verification Report
DAC.....	Department of the Army Civilians
DAMIS-FS.....	Drug and Alcohol Management Information System - Field System
DAMIS-HQ.....	Drug and Alcohol Management Information System - Headquarters
DBA.....	Data Base Administrator
DBDD.....	Data Base Design Description
DBMS.....	Data Base Management System
DCSLOG.....	Deputy Chief of Staff for Logistics
DCTN.....	Defense Commercial Telecommunications Network
DD Form 2624.....	Specimen Custody Document - Drug Testing
DISN.....	Defense Information System Network
DOD.....	Department of Defense
DOIM.....	Directorate of Information Management
DOS.....	Disk Operating System
DPI.....	Data Processing Installation
DSN.....	Defense Switched Network
ECP-S.....	Engineering Change Proposal-Software
EDCO.....	Education Counselor
ESQL.....	Embedded Structured Query Language
ETI.....	Extended Terminal Interface
ETIP.....	Extended Terminal Interface Prototype
FA.....	Functional Administrator
FACMT.....	Family Advocacy Case Management Team
FD.....	Functional Description
FIPS.....	Federal Information Processing Standards
FOUO.....	For Official Use Only
FP.....	Functional Proponent
FTDTL.....	Forensic Toxicology Drug Testing Laboratory
FTDTL-IMS.....	Forensic Toxicology Drug Testing Laboratory Information Management System
FTS.....	Federal Telecommunications System
GOSIP.....	Government Open System Interconnection Profile
HSC.....	United States Army Health Services Command
IAW.....	In accordance with
IBTC.....	Installation Biochemical Test Coordinator
IBTCP.....	Installation Biochemical Test Collection Point
IDPD.....	Installation Drug Prescreening Device
IITS.....	Installation Information Transport System
ILIDB.....	Installation Level Integrated Data Base
IRR.....	Individual Ready Reserve
ISM.....	Installation Support Module
ISS.....	Information Systems Security

ITP	Installation Transition Processing
LAN	Local Area Network
MACOM	Major Army Command
MAIS	Major Automated Information System
MEDCOM	Medical Command
MRO	Medical Review Officer
NAD	Non Alcohol/drug
NCSA	National Center for Supercomputing Applications
NIC	Network interface card
ODISC4	Office of the Director of Information Systems for Command, Control, Communications, and Computers
OS	Operating System
OTSG	Office of the Surgeon General
PASBA	U.S. Army Patient Administration and Bio-statistical Agency
PC	Personal Computer
PCP	Phencyclidine
PCS	Permanent Change of Station
PIR	Patient Intake/Screening Record (DA Form 4465-R)
POC	Point of Contact
POS	Positive
POSIX	Portable Operating System Interface for Computer Environments
PPR	Patient Progress Report (DA Form 4466-R)
PR	Problem Report
PRP	Personnel Reliability Program
RAPR	ADAPCP Resource and Performance Report DA Form 3711-R)
RDBMS	Relational Data Base Management System
RDC	Regional Data Center
RDMS	Relational Data Base Management System
RTF	Regional Treatment Facility
SA	System Administrator
SAC	Service Area Code
SADB	Subject Area Data Base
SAFP	Subject Area Functional Proponent
SCOM	Software Center Operator Manual
SD	System Developer
SDC-W	Software Development Center -Washington DC.
SDD	Software Design Description
SF 513	Medical Record/Consultation Sheet
SIC	System Identification Code
SIP	Software Installation Plan
SMC	Small Multi-user Computer
SNE	Screened but Not Enrolled
SPS	Software Product Specification
SQL	Structured Query Language
SSN	Social Security Number
SSP	Security Support Plan
STAMIS	Standard Army Management Information Systems
STARS	Status Tracking and Reporting System
STRAP	Structured Requirements Analysis Planning
SUM	Software User Manual

TCSEC	Trusted Computer System Evaluation Criteria
TDA	Table of Distribution and Allowances
TDP	Test Designated Position
TSC	Training support Center
TSG	The Surgeon General
TSO	Training Support Officer
UADC	Unit Alcohol and Drug Coordinator
UIC	Unit Identification Code
UNCLAS	Unclassified
USADART	United States Army Drug and Alcohol Rehabilitation Training
USAISDC-W	U.S. Army Information Systems Software Development Center - Washington DC.
US-2	Unclassified Sensitive - Two
VDT	Video Display Terminal

7 SAMPLE BACKUP SCRIPT

```

#!/bin/sh
# backup : sample of script to backup the DAMIS ISM
TAPEDEV=/dev/null
# You must change TAPEDEV to the local pathname of a tape drive.
# For example on the AT&T 3B2: TAPEDEV=/dev/rSA/9track1
# If you don't have a tape drive you can create the archive in a file.
# Set TAPEDEV to the pathname of file, for example "/usr2/damis.cpio".
# Be sure that you do this on a file system that a) has enough free blocks to contain the entire archive and
# b) is writable by login ID DAMIS.
# Use of "compress" or another adaptive file compression method on the result is highly recommended if possible.
#
# message below can be seriously shortened
#
echo "This backup program is intended is to backup (almost) everything needed to restore DAMIS to operation on
the same/other system in the event of a system failure. Only the password file and individual user directory files are
not stored.
Restoring is somewhat tricky and complicated since it depends on how the system failure occurred. If you need
assistance with a restore or think you do please contact someone. Backup does not restore.
Before running backup, use a text editor to set the value of \"TAPEDEV\" to a value appropriate for your system.
Currently TAPEDEV=\"$TAPEDEV\".
In order to run backup you must
    1) Login as someone other than a DAMIS user.
    2) Switch user to login ID \"damis\".
    su damis (note: no \"-\" argument to su!)
    3) Change directory to home directory for DAMIS.
    4) Insure no ISM users are logged in. This insures that neither the DAMIS database nor the ILIDB are in
    use.
    5) if archiving to tape, mount a writable tape.
    6) run \"backup\". That means type:
    ./backup
Are you ready to continue? This means that steps 1-5 are complete [Y/N] \c\"
read ans
if test -z \"$ans\"
then
    echo \"no backup done\"
    exit
elif test \"$ans\" != \"Y\"
then
    echo \"no backup done\"
    exit
fi
#
# First make backups using \"dbexport\" of the SADB and the ILIDB
DBLIST=\"ilidb\"
for db in $DBLIST
do
    rm -rf $db.old          # remove old backup
    mv $db.exp $db.old     # make current backup previous
    rm -f dbexport.out     # scratch old transcript file, if any
    dbexport $db -q        # quiet export;
    if test $? -ne 0
    then
        echo \"export of $db failed\"
        echo \"backup not done\"
        exit
    fi
    mv dbexport.out $db.exp # save transcript with export files
done

```

```
# create a cpio archive file
find . -print | sort | cpio -ocv > $TAPEDEV
if test $? -ne 0
then
    echo "cpio $db failed"
    echo "backup not complete"
else
    echo "backup complete"
```